



Multipurpose Room Usage Procedure

Procedure owner: Hospitality and Events Manager
Audience: URSU Members, University of Regina employees, public
Current version: March 12, 2019
Review Schedule: August 2019

1. Introduction

This procedure is designed to provide clients of the Multipurpose Room with guidelines as to permissible uses of the space, rental terms and conditions, resources available, and expectations of the users of the space.

2. Definitions

- MPR – URSU Multipurpose Room in the Riddell Centre
- Hospitality and Events Manager – URSU employee whose responsibility is the management and operation of the MPR
- MPR Rental Agreement - an agreement outlining applicable terms, conditions and charges that all clients must sign off on prior to using the MPR
- Client(s) – those patron that rent, use, or coordinate events to be held in the MPR
- Appendix B Form -

3. Procedure

3.1. More than two weeks before event

Inquiries with respect to MPR availability, booking, fees, etc. should be sent to the Hospitality and Events Manager at events@ursu.ca

3.2. Two weeks before event

In the initial planning discussion and meeting with the Hospitality and Events Manager but prior to two weeks of the event date prior to the event, client shall provide:

- Complete and provide a signed a Multipurpose Room Rental Agreement that indicates at minimum;
 - Date, Time, and Target Audience of the Event
 - Room set-up requirements (expected number of attendees, number of chairs and tables needed, outline of event schedule)
 - Anticipated Audio/Visual/Lighting requirements
 - Catering requirements for food and beverages



3.3. One week before event

No later than seven days prior to the event client shall provide confirmation to the Hospitality and Events Manager of:

- Audio/Visual/Lighting requirements in order to determine whether a sound technician is required.
 - A comprehensive list of items that will be required for the event (microphones, speakers, projectors)
- A comprehensive list of items that will be brought in for the event (instruments, speakers, lighting, microphones, presentations, and other items)
- A finalized catering request
 - Catering numbers confirmed at this point shall be the base minimum amount that the customer shall be invoiced for.
- Any other last minute changes to the event which could require additional resources and/or set up time.

3.4. Day of Event

During the event day client are responsible to:

- Arrive on time for with all materials needed for event set up
- Comply with all restrictions and requirements given to them from the Hospitality and Events Manager or their designate (typically the Owl Manager, Owl Supervisor or Operations Manager).
- Ensure the events occurs within the agreed upon start and end time.
 - Failure to meet this requirement may result in additional labour charges being assessed.

3.5. After the Event

Within two business days after the event, if any charges are applicable as per the Rental Agreement, an invoice will be issued by URSU to the patron. Invoice payment terms are net 30 days.

4. Audio/Visual Requirements

URSU can provide a sound technician to operate audio/video systems, and troubleshoot any tech issues that may arise for the duration of the event on a fee for service basis. If a sound technician is declined, URSU will only be responsible for a basic A/V setup.

Please note that in some instances a professionally licensed sound technician is mandatory in order to prevent any damage to URSU's audio equipment or to ensure that the event runs smoothly. Decisions on whether a sound technician is required or not are is at the sole discretion of the Hospitality and Events Manager.



5. Catering Requirements

URSU has first right of refusal on the provision of all catering that place in all URSU controlled spaces. However, upon request, 3rd party catering might be permissible. Such requests are reviewed on a case-by-case basis. Approval of such requests is at the discretion of the Hospitality and Events Manager. If approved, an outside catering charge shall be assessed as outlined in the MPR Rental Agreement.

6. Bar and Alcohol Service

URSU has first right of refusal on all sales of alcoholic beverages in URSU-controlled spaces.

Clients can request to bring in their own alcoholic beverages on the condition they obtain;

- a Special Occasion Permit acquired through the Saskatchewan Liquor and Gaming Association and;
- authorization of their request by supplying the Hospitality and Events Manager with an approved Appendix B Form.
- If such a request is approved the client will be assessed applicable corkage fees as per the MPR Rental Agreement.

Security must be provided for events over 30 people and those that are not typical "wine and cheese" functions where it is predominantly an older crowd vs. a student crowd. URSU has the right of first refusal for security/bouncer service for this type of event. Director, Security and Operations must preapprove any other security providers.

All other requirements of the University policy [Sale and Service of Alcohol on Campus \(OPS-110-005\)](#) must be upheld.

7. Other Requirements

Student groups are expected to:

- Set up and take down all tables and chairs, and place them back in the MPR storage room.
- Make sure all trash is collected and placed in provided garbage bins.
- Any decorating or affixing materials to the wall must be carefully done with masking or painters tape. (If any damage occurs to walls/paint, charges to repair will be incurred)

8. Consequences for Noncompliance

The following charges may be levied in cases on non-compliance with space rules and/or this policy:



1. Outside Catering Fee
 - a. Client who bring in outside food without informing the Events & Hospitality Manager will be charged the applicable outside catering charge.
2. Technician Call-Out Charge
 - a. If technician service is declined and last minute audio/video and lighting requirements are requested on the day of the event, a call-out charge will be assessed at two times the regular technician rate per every 15 minutes with a minimum of two hours. **Please note that a technician may not always be available on short-notice.**
3. Additional Labour Charges
 - a. In instances where the event runs past the agreed upon time, labour will be billed as short-notice charge at time and a half.
4. Room Cleaning Fee
 - a. A charge of \$300 may be levied in instances where the room is left in unacceptable conditions according to the agreed upon use of the space.

9. Events not applicable to the Multipurpose Room

The following events cannot be held in the multipurpose room:

- Events that promote hatred, discrimination or violence of any kind.
- Events that would violate the Saskatchewan Human Rights Code
- Events promoting illegal activities.
- Events that harass or discriminate against URSU, URSU Members, the Owl, and/or the University of Regina in any way.
- Events that require but do not have the authority of University governing faculties or departments.
- Events which violate the University of Regina's Respectful University Policy:
<https://www.uregina.ca/policy/browse-policy/policy-GOV-100-015.html>