

## Family Housing/West Residence Community Centre Booking Guidelines

Student Housing permits the use of the Community Centre (located at College Avenue) by residents of the respective area, for cultural, educational or social functions when the space is available. The space may not be used for solicitation, private sales or business related activities. At the time of booking, we ask that you inform us as to the purpose of the event. The organizer(s) (i.e. individual(s) requesting booking) agrees to indemnify and save harmless the University from all claims arising from its use of the premises, and if required by the University, will maintain adequate fire and/or public liability insurance.

**Please note: We have a three hour maximum booking allowed per event per day. Residents are not to book the centre for more than one three hour period in a day (double booking).**

### **Responsibilities of Organizer(s)**

- The organizer(s) shall ensure that the Centre is clean after use. Any extra cleaning charges resulting from the event will be charged to the organizer of the event. If the Centre is found in an unclean condition upon arrival, the organizer is responsible for notifying the Family Housing office promptly.
- The organizer is responsible for adequate noise control of all participants, and will ensure that noise will be kept to a minimum so as to not disturb the residents in the community. Children are not to be left unsupervised at any time.
- All out-of-pocket costs are the responsibility of the user. No alcohol may be consumed or sold on the premises.
- The Community Centre and washrooms are no smoking areas.
- All individuals must vacate The Centre by 11:00pm.
- The organizer assumes all responsibility for the proper use the premises. The organizer is responsible for any damage to the facilities. Damage from tape or stickers or pins will be charged to the organizer
- At the conclusion of the event, the organizer will ensure the Centre is locked and all windows have been closed and locked. The organizer will ensure all lights are switched OFF when vacating the room.
- The organizer will ensure that activities do not interfere with or compromise the fire safety equipment in the Centre. Tampering with fire safety equipment may result in a fire and loss of booking privileges.
- Hallways and areas outside of the Centre (outdoors) should be kept clear and are not included in the 'booking space'

**Should there be any problems regarding the cleanliness or facilities of the Centre please contact  
comlife@uoguelph.ca or the Community Life Manager.**

***Please note that Student Housing Services reserves the right to bill back the cost of extra cleaning, moving of furniture, damage or missing property that may occur during a booking.***