

USC Affiliated Student Groups (USC Clubs/Faculty Councils)

USC Events Space Usage Policies and Guidelines

University Community Centre

For more information, please contact
USC Events

Walk-In: Mustang Central main level UCC

Web: www.usc.uwo.ca

E-mail: usc.events.booking@uwo.ca

Phone: 519-661-3722

Fax: 519-661-3413

Hours: 8 a.m. to 9 p.m.

Events Specialist Hours: 8:30 a.m. – 4:30 p.m.

PLEASE READ THESE GUIDELINES

USC Events is here to assist you and we want your events to be successful. We encourage you to review the following policies and guidelines which include time frames for ordering or canceling services such as rooms, equipment and audio-visual services.

We will do our best to accommodate requests; however, failure to provide adequate notice according to these policies and guidelines could affect your reservation and could result in additional costs or the cancellation of your event.

Please be mindful that the contact information you provided on the reservation request for your event is the information we will use to contact you about your event. Please ensure that this information is current and correct.

USC Events reserves the right to change and/or cancel a reservation or alter the use of other assigned space with the understanding that, at all times, every effort shall be made to provide comparable space.

Space Reservation Hours:

Conference Rooms: 8 a.m. to 11 p.m. 7 days a week

Atrium: 8:00 a.m. to 4:30 p.m. Monday to Friday

Requests for extending or booking outside of these hours may be submitted to the USC Events Specialist. Request must be made at least 10 days prior to the event. Charges may be applied should staffing be required.

Reservation Request Time Frames:

Conference Rooms: minimum of two business days prior to the event date.

Atrium: minimum of five business days prior to the date of event.

Mustang Lounge: minimum of seven business days prior to event.

Any requests made after that cannot be guaranteed but may be accommodated based on availability and operational demands.

Audio Visual in Request Time Frames:

- Audio/Visual requests requiring no technical support should be requested at the time of booking. (Conference Room)
- A/V requiring support of technician must be requested a minimum of seven days prior to the event to allow for scheduling. (McKellar Room, Council Chambers, Mustang Lounge)
- Addition of A/V equipment should be made a minimum of two days prior to the event.
- Groups will be responsible for rental charges for any equipment rented on their behalf.
- Any special circumstances can be discussed with the USC Events Specialist

Any requests made after that can not be guaranteed but may be accommodated based on availability and operational demands.

Conference Rooms:

- Conference Rooms must be requested for **in person by an authorized signing officer the club** or organization at Mustang Central. All USC clubs and faculty councils must submit the event and receive approval to plan in Western Links prior to requesting space
- Group can **pre-book two meetings per week for a maximum of three hours for a calendar month**
- As of 15th of a current month groups can request space for the for next calendar month
- Groups may book additional rooms for the day of.
- The room will be programmed to open at the start time of your booking. The door will reset 20 minutes after the start time of your meeting. Please contact Mustang Central on the main level or at 519-661-3722 if the door is locked.
- We ask that you refrain from altering the set up of the room in anyway.
- Staff Member will be present at the time of your meeting to provide access to requested A/V equipment.
- **Food is not permitted in the conference rooms**

- Please leave the room in a clean and orderly manner for the next group. Failure to do so may result in a \$40 clean up fee.

Promotional Tables and Atrium Days

Booths and tables are available in the Atrium of the University Community Centre (UCC) for USC affiliated and recognized student organizations to promote their activities and services.

Applications for space are accepted on the first day of classes in September. Groups are permitted one “full” Atrium event per academic year. Groups may book any number of single table throughout the year however are limited to **two pre-booked single tables per week**. Requests for additional days may be made at the end of the second pre-booked day and each day thereafter. These tables will be granted based on availability.

Space must be requested for **in person** by an **authorized signing officer the club or organization** at Mustang Central. All USC clubs and faculty councils must submit the event and have approval to plan in Western Link prior to requesting space.

People staffing them must be members of the USC affiliated group or UWO community and are expected to remain at the booths and not attempt to aggressively "solicit" passersby.

No posters or banners may be placed on the walls and no yelling or shouting of any kind will be permitted. Groups are encouraged to clear booths of all flyers and trash before leaving at the end of the day. Also, for safety reasons, no obstructions or electrical cords should disrupt or impede traffic flow or doorway areas. Do not leave cash boxes unattended.

Some activities are prohibited by USC and UWO policy. Please consult the USC's

Posters and Banners

One of the most effective means to advertise events on the UWO campus is through large posters or banners. The railings of the UCC may be used for USC and UWO affiliated organizations to hang large banners.

The Banner must:

- Be no longer than 10ft at the top and no wider than 4 ft on the sides.
- Be event specific
- Clearly displays the name of the affiliated group.
- Have no third party logos, advertising or websites will be permitted.

Completed banners can be brought off at Mustang Central by an authorized officer of the affiliated group. That person must complete a Banner Request from and upon approval;

the banner will be hung by USC Events . Banner can remain in the Atrium for up to two weeks. Space will be allocated on a first come first served basis and a specific area cannot be guaranteed.

UWO has designated areas for poster placement around campus. Prior to posting a Poster Patrol stamp must be obtained. The Poster Patrol is administered through Inprint Copy Centre in the lower level of the UCC. For further information please consult their website at www.usc.uwo.ca/inprint.

Single Table Atrium Bookings:

- **Please check in with the USC Events** Office upon arrival on your scheduled date(s)
- Your specific location will not be confirmed until the morning of your scheduled date(s)
- We require that reserved space be **occupied; at minimum, between 10 a.m. and 3 p.m.** Space will be available after 8:30 a.m.
- Failure to occupy your assigned area by 10 a.m. may result in loss of the space.
- All persons occupying the table **must remain within 2 feet of the table**
- Only activities indicated on the Facilities Application will be permitted in the space
- Please contact the USC Events Coordinator if there are any changes to your booking
- We will require a letter from your designated charity acknowledging your fundraising efforts and that they will accept your donation prior to final confirmation.
- Please refrain from using tape on any painted surfaces.
- Please refrain from attaching any display items to the pillars.

Displays

- All Displays must be approved by USC Events prior to the event.
- Displays must fit within a 6 foot wide space and must be immediately behind the assigned table or attached to the front.
- No posters or other material may be taped or otherwise fastened to walls, columns, glass, or other property of the UCC Building.
- The applicant will remove any posters or signs at the end of each business day.

Approved Tapes

- Please refrain from using any tape on any painted surfaces, floors or curtains.
- Specifically Prohibited tapes include clear packing tape, duct tape, scotch tape, and masking tape.
- Only Sticky Tact is permitted for fastening posters or signs to painted surfaces

Cleanliness

- The Applicant is/are wholly responsible for ensuring each day facilities used are left in a clean tidy state.
- Should USC Events deem that extraordinary cleaning services are required to restore the premises to acceptable condition; the Applicant will be charged any additional cleanup expenses.

Large Atrium Events:

The USC Events Specialist is available to assist in planning events with respect to layout, equipment availability and audio visual requirements. Please contact for an appointment or drop by Mustang Central.

A meeting with the USC Events Specialist should be arranged **a minimum of 7 business days prior to your event** to discuss event set up, equipment requirements and full event day schedule.

Event Details:

- All event details must be vetted with the Events Specialist to ensure that the event conforms to all USC and UWO policies.
- Preliminary description of event must be provide at time of booking
- USC Events Specialist should be advised of any additions to or changes in the event
- USC Events Specialist must be advised of any off-campus or third party groups involved with the event. Some fees may apply depending on the nature and reason for group inclusion in the event.
- List of speakers, topics, presentation order with times, and speakers specific A/V requirements must be provided to Reservation Coordinator a minimum of 5 days prior to the event

Equipment requirements for large events (table, chairs, etc.)

- Preliminary requirements must be submitted at time of booking.
- Final set up and equipment requirement must be submitting a minimum of 7 business days prior to the event.

Audio Visual requirements for large events

- Preliminary requirements must be submitted at time of booking.
- Final set up and equipment requirement must be submitting a minimum of 7 business days prior to the event.

Decorations:

All decorations must be approved by the USC Events Specialist

- Decorations may be fastened to the railings for the second floor with zip ties or string – no tape is permitted
- Balloons may be used in the UCC however helium tanks are not permitted within the UCC.
- No tape other than masking tape is permitted on any surface in the UCC.
- No decorations may be fastened to the poles in the Atrium as this would be outside booked space.
- No decorations with a diameter smaller than two inches may be used. This includes but not limited to glitter, confetti, beads, marbles, pebbles etc. A clean up fee may be assessed if these items are used.
- Nothing may be taped or fastened to the floors.
- Must be flame retardant.
- Candles, incense, fire are not permitted in the UCC. No open flames.
- No scents are permitted as the UCC is a scent free zone.

Music

- A PA system is available to play music during your event. PA Systems are not available for single tables.
- Event organizer may bring their own music on CD, MP3 or laptop and these will be hooked into the PA by a USC Production Crew.
- Volume etc. is at the sole discretion of the USC Events Specialist. Consideration must be made to other users of the UCC.
- A SOCAN fee of \$21 will apply when music is played in the Atrium

Food

All food-service or sales are prohibited in the UCC unless specifically authorized by USC Events and UWO Food Services.

- All food sale/distribution requests must be presented to the USC Events upon requesting a booking. Only upon approval will a student organization be permitted to proceed.
- The following food is permitted for sale or distribution in the UCC atrium with approval by both Student Life and USC Events:
 - Popcorn
 - Cotton Candy
 - Small pre-wrapped candy (i.e. Hershey kisses, mints, etc.) – FOR DISTRIBUTION ONLY NOT SALE

- Restrictions are as follows:
 - Cotton Candy may be bought in advance and must be pre-packaged, alternately, it may be made on-site by the organization members using a rental machine from a USC approved vendor
 - If being made on-site, organizations may only use the centre part of the atrium or on concrete beach for preparation and distribution
 - Any mess must be cleaned up or the organization will be charged a clean up fee
 - If pre-packaged, it may be given away/sold at individual tables around the Atrium
 - Popcorn must be purchased in advance through Western Film and may NOT be made at the table
 - Popcorn may be sold in any bookable space in the UCC (with permission)

Cancellations:

- 48 hours' notice to USC Events is required for any booking. Any cancellation under 48 hours will be subject to a cancellation fee.
- 5 days' notice to USC Events is required for any booking which includes staff or A/V technician. Any cancellation after that will be subject to a cancellation fee.
- Failure to notify USC Events of event cancellation may result in suspension, or loss of reservation privileges in the UCC. When this occurs it will count as a no show against your group.

No Shows:

- In order to accommodate as many requests for events as possible, we must ask all organizations to honour their reservations.
- Organizations which fail to use reserved space (without prior written notification) twice within a school year will be unable to reserve space for 4 weeks.

USC POLICIES

Building Usage Policy

http://www.usc.uwo.ca/government/documents/policies_procedures/Building_Usage_Policy.pdf

Community Standards Policy

http://www.usc.uwo.ca/government/documents/policies_procedures/Community_Standards_Policy.pdf

Advertising Materials Policy

http://www.usc.uwo.ca/government/documents/Advertising_Materials_PolicyNov10_09.pdf

Advertising Oversight Procedure

http://www.usc.uwo.ca/government/documents/Advertising_Oversight_ProcedureNov10_09.pdf

UWO POLICIES

Flying Flags and Banners

<http://www.uwo.ca/univsec/mapp/section1/mapp12.pdf>

Picketing, Distribution of Literature and Related Activities

<http://www.uwo.ca/univsec/mapp/section1/mapp15.pdf>

Advertising and Commercial Activity

<http://www.uwo.ca/univsec/mapp/section1/mapp112.pdf>

Safe Campus Community

<http://www.uwo.ca/univsec/mapp/section1/mapp146.pdf>