

USC RESERVATIONS FACILITIES, POLICIES AND PROCEDURES GUIDE



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MISSION STATEMENT

USC Reservations exists to provide event solutions for all University constituents and off-campus organizations. Excellence will be achieved through proactive customer solutions, consistent policies, and focus on student development within an atmosphere of open communication, accountability, and fiscal responsibility.

VISION

The purpose of this guide is to assist on and off campus organizations in planning successful events and programs that are consistent with USC and University policies and procedures. The policies are designed to facilitate the event planning process and to ensure the safety and well-being of the members of the campus community.

USC Reservations prides itself on establishing, maintaining, and encouraging a rich array of activities. Helping students get involved in the life of the university as spectators, participants and leaders is part of the mission of the University Students' Council to enhance the educational experience of all undergraduates at Western. We encourage organizations to develop events that enhance a sense of community, value diversity and honour tradition. We hope that your experiences with planning and participating in activities are enjoyable and rewarding.

USC Reservations offers an array of facilities that may be reserved for meetings, socials, speakers, and other events. Representatives of organizations seeking use of USC event facilities should complete an application form. There are over 75 USC Student Coordinators, 200 registered student organizations and many university departments that compete for event space throughout the year. To secure space for your event, you are encouraged to make your reservations and complete arrangements well in advance of your event.

DEFINITIONS

(space is booked in this order of priority)

USC Affiliated Groups

- USC Internal Departments & Operations
- USC Coordinators/Associates/Interns
- USC Clubs
- Faculty Student Councils and recognized Clubs/Groups
- Western Ancillary Fee Funded Departments

On-Campus Non-USC Affiliated Groups

- Western Administrative Departments
- Western Faculties and recognized Clubs/Groups
- Affiliate College Administrative Departments
- Affiliate College Faculties and recognized Clubs/Groups
- Affiliate College Student Councils and recognized Clubs/Groups
- Residence Student Councils and recognized Clubs/Groups

Off-Campus Organizations

All other groups not officially recognized or affiliated with groups noted above.

GENERAL GUIDELINES AND POLICIES

Soliciting Students

USC Reservations enforces a passive marketing approach to soliciting students on Campus. Groups are expected to remain within 2 ft of their assigned table and must not attempt to aggressively solicit any passersby. Groups are not permitted to shout or call to any passerby. No PA, megaphone, etc. can be used for shout-outs or calls to any passerby.

All activities or handouts given out during the Campus visits must be vetted through USC Reservations.

All social media campaigns advertising Campus visit must be vetted through USC Reservations. There are restrictions on the use of Western University and USC social media tags and sites. Any deviation from approved activities may result in removal from Campus and forfeit of any paid space rental fees applying to future bookings.

Signage and Display Material – Single Tables

Tables will be set up with black skirting along the front.

All display materials and banners must be listed and described on the application or a list provided to the Reservations Coordinator for approval prior to date of the reservations. The USC reserves the right to refuse, change display location and/or request the removal of any unapproved display material or banner.

Standing displays should not be more than 4 ft. wide and 8 ft. tall and must be placed and fit behind the table. All other size displays must be vetted and receive approval through the Reservations Coordinator. Areas that can accommodate large displays are limited.

Small 3 ft. wide standing banners may be placed at the side of the table, space permitting and at the discretion of the Reservations Coordinator.

Banners or signage can be placed and attached along the front of the table.

No posters or other material may be taped or otherwise fastened to walls, floors, columns, glass, or other property of the UCC Building and all other areas of Campus unless specifically approved by the Reservations Coordinator.

All displays and material must be removed at the end of each business day. Any material left on tables will not be stored and may be disposed of. USC Reservations is not responsible for any loss of theft of any promotional material or display items used at display tables.

NO HELIUM BALLOONS ARE PERMITTED in any area of the UCC.

No decorations with a diameter smaller than two inches may be used. This includes but is not limited to glitter, confetti, beads, marbles, pebbles etc. A clean up fee may be assessed if these items are used.

All decorations must be flame retardant. The use of candles, incense or other open flames are prohibited on campus. Battery powered LED candles and electric candle warmers are allowed to be used.

To ensure the health and safety of all students, staff, faculty and visitors, the University requests your cooperation in maintaining a scent-free workplace. Please do not wear strong perfume, cologne, aftershave, and other fragrances or use anything with strong scents at your display.

WiFi Access

We will require the full names and emails of those who will be needing access during their on campus visit. If you have multiple people attending on specific dates, those dates must be listed for each requested account. An email will be sent to the email(s) provided with instructions and a Username and Password for connecting to the Wi-Fi in the UCC. Accounts will be active for a minimum of 4 hours to a maximum of 12 hours.

Smoke Free Campus

As of July 1, 2019, Western University is smoke-free.

Western's smoke-free policy recognizes and provides exemptions for traditional cultural or spiritual practices by Indigenous members of the Western community. Aside from identified exemptions, the policy includes all forms of smoking, vaping and tobacco use.

Link to map of areas where smoking is permitted

https://www.uwo.ca/hr/form_doc/health_safety/doc/wellness/dsa_map.pdf

Playing Music at an Event or In Public (SOCAN Fee)

If you want to use music for non-educational purposes, for example, for background music at a conference or event, a license (or licenses) must be obtained from a copyright collective (SOCAN).

The USC pays a blanket SOCAN tariff to facilitate playing music in its promotional and event spaces. The USC charges a fee to any group that wishes to play music as part of their event. The USC does not apply the fee to rehearsals or workshops where the music is required for educational purposes.

Chalking

The temporary chalking of information is permitted only with the use of washable product on horizontal, exposed surfaces. Tunnel floors and walls are not considered to be exposed surfaces and chalking on them is, therefore, prohibited. As above, chalked messages deemed to be distasteful or offensive will be removed at the direction of the Associate Vice-President, Facilities Management or the Director of Western Special Constable Service.

Anyone wishing to chalk on Concrete Beach must make application to do so by request a table or display space USC Reservations for the Concrete Beach.

In compliance with legislation and fire prevention standards, Western supports Indigenous peoples' rights to practice their spirituality through the burning of Indigenous traditional medicines (e.g. smudging and pipe ceremonies) on-campus.

Burning of Indigenous Traditional Medicines (Smudging)

USC Reservations will facilitate an application to Western's Fire Safety Office for any burning of Indigenous traditional medicines in any of our event or promotional spaces. This application must be received by the Fire Safety Office a minimum of 1 week prior to the event. We will require the approximate time of start and end time of the smudge and/or pipe ceremony during the event.

The purpose of this procedure is to maintain the integrity of Indigenous spiritual and cultural practices on-campus by reducing the number of fire safety emergency inquiries regarding the smell of smoke, ensuring proper ventilation in the room is possible, and avoiding false fire alarms.

The USC and all groups participating in this event must follow all procedures and pre-cautions as laid out by the Fire Safety Office.

Pets and Therapy Animals on Campus

USC Reservations must be advised if any event or promotion involves Therapy Animals.

All Therapy Animals must be from a third party, insured, service provider. See definition below.

Therapy Animals

Definition: A Therapy Animal means an animal brought on campus by a third party service provider for the purposes of providing comfort, cheer, and companionship.

At all times, a Therapy Animal must be: (i) In close proximity to the Custodian (third parties personnel), (ii) Restrained on a leash (no longer than six feet long), in a cage, or under the physical control of the Custodian, and (iii) Licensed and vaccinated as required by law.

The Custodian (third party provider) is responsible at all times for all aspects of behavior and management of the Therapy Animal including: (i) Any cleaning and any costs associated with cleaning that may result from the Therapy Animal, (ii) Ensuring that any feces and urine is cleaned immediately and disposed of in an appropriate receptacle, and (iii) Any excessive noise from the Therapy Animal.

Custodians and/or event organizers are responsible for any damage their Therapy Animal causes to University property or the property of other individuals and for any injuries or illnesses caused by their Therapy Animal.

Pets

Definition: A Pet means a domestic or tamed animal kept for companionship or pleasure that is not a service animal (as defined in the Accessibility Procedures on Service Animals) or a Therapy Animal.

A Pet is not permitted in any campus building.

Pets are permitted in “animal friendly” areas, defined as all outdoor areas generally accessible to the public.

From Western’s Pets and Therapy Animals on Campus

https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp156_procedure.pdf

Arrival and Check In – Atrium/Lower Level/Concrete Beach

Upon arrival in the UCC, check in with the USC InfoSource located on the main level of the UCC.

Specific table locations can be requested but not guaranteed. Although we make every effort to honour the location listed on this confirmation, your location may be altered based on operational and space requirements.

Table location is allocated at the discretion of the Reservation Coordinator based on availability and nature of the use of the table.

Tables are assigned on the Atrium level first then Lower Level. If space becomes available on the Atrium level, tables assigned on the Lower Level will be moved up based on reserved date order.

Reserved space **MUST** be occupied; at minimum, between the hours of 10 a.m. and 3 p.m.

Failure to occupy the table by 10 a.m. may result in loss of space and an alternative location may not be available. Tables will be set up by 8:30 a.m. and tear down at 4:30 p.m.

The USC will set up the reserved number of 6ft x 2.5ft table(s) with black skirting across the front and two chairs per table.

Unless requested on the application, power is not guaranteed if requested the day of.

Parking and Directions

Parking information and directions are available on of Western University's website <http://www.uwo.ca/parking> The closest parking lot is the Social Science Lot located off of Western Road. Clients are responsible for payment of parking fees. Parking passes are available through the Reservations Coordinator for \$12 per day and must be ordered at the time of reservation.

Loading Dock

The UCC Building has a loading dock off Western Road and Elgin Drive. Loading and unloading is limited to 15 minutes. The fine for improper use of the loading dock is \$150 and any fines incurred are the responsibility of the group. Please contact the USC Reservations Coordinator to make arrangements for a Loading Dock pass should you require one.

Insurance (off-campus and non-affiliated groups)

All Off-Campus parties must provide a certificate of insurance for a minimum of \$2 million general liability and showing the University Students' Council as a named third party insured. This can be obtained through your insurance company or broker. Proof of insurance must be provided prior to date of booking.

Advertising On Campus

TO BE UPDATED WITH COMMUNICATIONS INFORMATION

Posters

Poster Patrol at the USC InfoSource is a service available to on-campus and off-campus groups to place advertising and information posters throughout the UCC to provide registered posters to be distributed and posted throughout the UCC.

For more information, visit <https://westernusc.ca/services/infosource/poster-patrol/>.

Pre-shipment of Materials and Storage

Due to space constraints, USC Reservations does not accept pre-shipment of display or information materials.

Cancellations/No-Show

The USC Reservations Coordinator must be advised of any cancellation immediately.

Any cancellation 7 days prior to the event date will receive a full refund of any payment made less the 25% non-refundable deposit and any costs incurred for personnel, equipment etc. hired or rented for the event and any cost associated with the cancellation of such.

Notice of cancellation must be received during USC Reservations operating hours. If given after hours, notice is deemed received at the start of the next business day.

If any group fails to show up for their booking and no notice of cancellation has been received, groups are responsible for all costs associated with the booking including space and equipment rental fees and labour costs etc.

Failure to notify the USC Reservations Coordinator of event cancellation may result in suspension, or loss of reservation privileges in the UCC.

Rescheduling

If a group must reschedule an event day and rental rates apply to their booking, there will be an administration fee of \$50 assessed to the reservation.

Payment is due prior to confirmation of new rescheduled dates.

This fee does not apply to USC Affiliated Groups or On-campus Non-USC Affiliated Groups.

Severe Weather Policy

The USC reserves the right to cancel any booking based on severe weather conditions which result in the closure of Western University. In the case of closure, organizations will be offered an alternative date(s). If an alternative date cannot be scheduled, a refund will be issued.

If rental rates apply, no refund will be issued to organizations that choose not to occupy their space based on weather conditions unless an appropriate alternative date can be scheduled. Rescheduling fee will not apply.

Any charges for equipment rental, labour etc. incurred by the USC for an original booking date for any closure or booking not attended will be payable.

Indemnity

Any Applicant agrees to indemnify and save harmless the University Students' Council Corporation from all claims arising from the applicant's use of the premises and if required by the USC, will maintain adequate fire and/or public liability insurance.

Adherence to all current Provincial, Municipal, and University smoking and liquor regulations is mandatory.

The USC shall not be liable or responsible in any manner whatsoever for any damages sustained by any party to the Contract or by any other person, firm, or corporation for any and all claims and expenses presented by any person, firm or corporation for any loss or damages resulting from the USC being unable to perform the services set out in the Contract as a result of any strike, flood, fire, electrical or communication breakdown, force majeure or Act of God.

Guest Wi-Fi access is available in the UCC. This should be prearranged with the Reservations Coordinator by requesting so on your application or by email at least 2 days prior to your visit to guarantee access. "Day of" Wi-Fi access can be provided, however, due to the operational nature of USC Reservations, cannot be guaranteed.

USC Building Usage Policy – (link to be updated)

USC Community Standards Policy – (link to be updated)

USC Advertising & Oversight – (link to be updated)

Western – Advertising and Commercial Act

https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp112.pdf

Western – Flying of Flags & Banners

https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp12.pdf

Western – Picketing, Distribution of Literature and Related Activities

https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp15.pdf

Western – Safe Campus Community

https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp146.pdf

Western – Non-Discrimination/Harassment Policy

https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp135.pdf

Western – Policy on Smoking, Vaping & Tobacco Use

https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp116.pdf

Western – Signage and Election Posters

https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp150_procedure.pdf

Western – Freedom of Expression Policy

https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp154.pdf

Western – Pets and Therapy Animals on Campus

https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp156.pdf

SPACE & EVENT APPLICATION GUIDELINES

All applications will be reviewed and vetted by USC Reservations.

USC Reservations endeavors to process all applications in a timely manner based on operational norms and hours. Excluding weekends and holidays it may take from 24 to 48 hours for a response or confirmation.

Application Submission Periods:

Applications for space or services received after any notice period must be made in person at the USC InfoSource by an authorized signing officer and are not guaranteed and will be processed and approved at the discretion of USC Reservations based on operational and space requirements.

Applications submitted after Friday at noon, weekends and holidays will be reviewed the next working day. All notice periods exclude weekends and holidays.

Conference Rooms

Applications for rooms should be submitted at least 2 working days prior to the first date requested. All rooms have self-serve A/V options.

Display and Promotional Space

Applications for single tables should be submitted at least 5 working days prior to the first date requested.

Applications for large or full Atrium events must be received at least 14 working days prior to the date requested.

Tables will be granted based on availability. Due to extremely high demand for space, requests for two or more tables will be subject to availability.

Event Space

Applications for Community Room, Room 269, McKellar Room and Mustang Lounge requiring support (tables, chairs A/V) must be received at least 14 working days prior to the date requested.

Applications for Community Room/Room 269 with no support required must be received at least 2 working days prior to the date requested.

Preliminary equipment and or seating requirements for all events should be included on the application at the time of booking.

USC AFFILIATED GROUPS

Applications

USC Clubs, Faculty Councils, Residence Councils, Affiliated Colleges can submit requests for all promotional and event space as of the first day of classes in September. All applications can be submitted via EMSWeb. Please see the EMSWeb tab for information regarding accounts and submitting applications.

Space can only be requested by designated authorized signing officers for the group or organization.

Application for space must be completed in full or application may be rejected.

USC Clubs and Faculty Council must submit an event proposal in WesternLink prior to requesting space. The event does not have to be approved to reserve space but must be approved prior to the booking. If the event is not approved, then the booking will be cancelled.

USC Clubs & Western Affiliated Student Groups Application Guidelines

Atrium/Concrete Beach/Lower Level

Large Atrium Awareness Events

Applications for large or full Atrium events must be received at least 14 working days prior to the date requested.

Groups are permitted one Full Atrium (Atrium 1, 2, 3 and Stage) Event/Day per academic year.

Groups may have more than one large event on the Concrete Beach in an academic year. However, this is counted against the two pre-booked spaces per week.

Single Table Display/Promotion

Applications for single tables should be submitted at least 5 working days prior to the first date requested.

Groups may book any number of single tables throughout the year, however, are limited to two pre-booked single tables per week. Additional dates for an existing booking during a week can be requested online as of the Monday of the preceding week. During the week of the booking,

additional dates can be requested, in person, by an authorized signing officer at the USC InfoSource.

Due to extremely high demand for space, groups are limited to a single table only. Events requiring two or more table requests will be considered on a case-by-case basis and will be based on availability.

Groups are permitted to be in only one area of the UCC at a time. For instance, groups cannot have a table in the Atrium and then one on Concrete Beach.

Display tables requested during the year will be booked based on availability in the Atrium first and then Lower Level if nothing in the Atrium is available. Should space become available in the Atrium, groups will be moved up from the Lower Level based on booking priority and application date order.

Persons at the table must be members of the requesting organization and we request that there be a reasonable limit to the number of members staffing the table at any given time. We only provide two chairs per single table.

No Off-Campus representative is permitted to be at a table or soliciting students.

No third party or Off-Campus organization branded information, displays or giveaways are permitted at any table unless approved by USC Reservations and/or contained on the approved WesternLink Event Proposal. Any deviance from said list may result in the immediate removal from the Atrium and/or cancellation of the future bookings.

Only activities, displays, items for distribution etc. listed on the application and approved by USC Reservations and/or on the approved WesternLink Event Proposal will be permitted. Any deviance from said list may result in the immediate removal from the Atrium and/or cancellation of the future bookings.

All policies on soliciting students and signs, displays and decoration apply.

Conference Rooms - One Off, Recurring weekly or monthly meetings

Applications for rooms should be submitted at least 2 working days prior to the first date requested.

Conference Rooms are available for booking between the hours of 9 am. To 10 p.m. on weekdays.

Conference Rooms are not available on weekends unless requested for as part of a larger special event occurring in USC Event Space. Please consult with the USC Reservations Coordinator for further information.

Groups can pre-book 2 meetings per week for a maximum of 3 hours each for a calendar month.

As of the 15th day of a current month, groups can request space for the next calendar month. Space required for January can be requested as of December 1st.

Additional rooms during a week may be requested for online through EMSWeb as of the Monday of the week they are required up to two days prior to the meeting or requested for in-person after that by an authorized signing officer for the group at the USC InfoSource.

Rooms will be programmed to open 10 minutes prior to your booking and scheduled to lock at the end of your booking.

All other policies for Conference Rooms apply.

Food and Catering: Please refer to the Food and Catering section for further information.

Activity Rooms (Room 269/Community Room)

Rehearsals/Recurring Events Requiring No Equipment or Seating

Applications for Community Room/Room 269 with no support required must be received at least 2 working days prior to the date requested.

Group can pre-book one rehearsal/event per week for a maximum of two hours for a calendar month during the hours between 9 am and 10 pm weekdays for a calendar month.

Or

Group can pre-book two rehearsals/events per week for a maximum of two hours for a calendar month during the hours between 8 pm and 10 pm.

As of the 15th day of a current month, groups can request space for the next calendar month. Space required for January can be requested as of December 1st.

An authorized signing officer may book additional dance rehearsal space in two-hour blocks on day of use, when available, in person, at the USC InfoSource.

Rooms will be programmed to open 10 minutes prior to your booking and scheduled to lock at the end of your booking.

All other policies for Activity Rooms apply.

Standalone/One-off Events with or without support (A/V equipment or seating)

Applications for Room 269 and The Community Room requiring support (tables, chairs A/V) must be received at least 14 working days prior to the date requested.

Applications for Community Room/Room 269 with no support required must be received at least 2 working days prior to the date requested.

Requests can be made for any number of standalone/one-off events that do not recur during the academic year.

Preliminary equipment and or seating requirements for all events must be requested at time of booking.

Rooms will be programmed to open 10 minutes prior to your booking and scheduled to lock at the end of your booking. If additional set up/strike time is required, this can be arranged with USC Reservations at the time of booking and indicated on the application.

Food and Catering: Please refer to Food and Catering section for further information <https://westernusc.ca/services/reservations/food-catering/>

All other policies for Activity Rooms apply.

Mustang Lounge - West/McKellar Room

Applications for McKellar Room and Mustang Lounge – West must be received at least 14 working days prior to the date requested.

Mustang Lounge is only available for standalone/one-off events and is not available for any recurring events (daily/weekly or monthly).

Requests can be made for any number of standalone/one-off events.

Please see Facilities Tab for Mustang Lounge for all other event information.

Food and Catering: Please refer to Food and Catering for further information

All other policies for the Mustang Lounge apply.

OFF- CAMPUS ORGANIZATIONS

Vendors, Commercial Marketing / Advertising, Charitable / Non-Profit, Recruiters

USC Reservations rents space for the sale of goods and services and the dissemination of information which will benefit the Western community. All space is booked on a first-come, first-serve basis. All goods and services to be sold or advertised and all methods of promotion in the University Community Centre (“UCC”) will be vetted on a case by case basis to ensure they conform to existing exclusivity agreements within the UCC as well as with all existing Western and USC policies, regulations and practices. Please note that student organizations and UWO departments are given priority in reserving space.

Commercial Marketing/Advertising/Promotion

All quotes for space rental fees are provided on a case by case basis based on the size of space required, the product(s) being sold or advertised and promotional activities being done.

All quotes are provided through USC Reservations and/or USC Promotions & Commercial Partnerships. The following information will be required:

- Name company you are representing
- List of products/services advertised or sampled
- Any promotional give-away/contests
- List of companies providing prizes
- If there will be any display material for any other companies
- Number of personnel staffing your event
- Description of uniform staff will be wearing
- Type and size of static displays
- List of equipment requiring power supply
- Number of 6 ft. tables required
- Number of chairs required
- Any vehicles involved in promotion (i.e. trucks/ trailers) and weight of those vehicles
- Full details of social media advertising campaign for Campus visit
- If PA system being used for music or other public address

Vendors/Sale of Good

The following information will be required:

- List of all goods being sold
- Assurance that all goods are authentic and not “knock-offs” of name or designer brands

- Number of 6 ft. tables required
- Type and size of displays

Recruiters

Western's Hirewesternu <http://hirewesternu.ca/> will provide all information regarding recruitment and advertising opportunities on campus including those provided through USC Reservations. Space for recruiters interested in booking tables or meeting rooms in the UCC. The USC will bill the recruiter directly for the cost of space.

Recruiters will be vetted and categorized by Hirewesternu. The USC will uphold all Hirewesternu policies and regulations for recruitment on campus in addition to its own policies and regulations regarding space within the UCC.

Types of Recruitment Opportunities Permitted on Campus: (Non-Commercial Recruitment)

Paid full-time, part-time, contract, temporary, and summer jobs. These are employment opportunities that receive standard hourly or salaried income from an employer.

Paid Internship/Co-op Work Terms: All internship and co-op work terms are subject to approval by the relevant campus coordinator. To review the different internship/co-op programs offered at Western, please see our website. When accessing the Internship/Co-op portal in Career Central to post your jobs, please click on the program links provided for detailed information about a particular co-op or internship program. Should you have questions or require confirmation of program qualifications, please email: hirewesternu@uwo.ca

Volunteer/Unpaid Opportunities: Employers wishing to advertise volunteer and/or unpaid opportunities will contact the Community Engaged Learning Coordinator, with a copy of their posting: jdubeau6@uwo.ca. The Coordinator will review the opportunity and follow-up with the employer with further instructions.

Other Recruitment Opportunities Also Permitted, with Certain Guidelines: (Commercial Recruitment)

Entrepreneurial/Franchise Opportunities: Entrepreneurial/franchise opportunities are defined as offering one or more of the following:

- Students run their own business or franchise, but no formal salary is offered
- Compensation is based on commission
- Student pays fees for training and/or materials
- Opportunity involves penalties and/or fees if the franchisee leaves the program
- All initial investments such as associated upfront fees must be indicated in the posting.

Hirewesternu and The USC also reserves the right to request an updated copy of the employment contract to keep on-file.

Third Party Recruiters: Third-party recruiters, as defined by the Canadian Association of Career Educators and Employers (CACEE), are considered to be agencies, organizations or individuals recruiting students for employment opportunities with other organizations.

Guidelines for posting third party opportunities:

- Students run their own business or franchise, but no formal salary is offered
- Third party recruiters must disclose the name of the employer for each submitted posting to hirewesternu@uwo.ca on a confidential basis. This information will not be released to students unless permission to release is granted by the third party recruiter.
- No direct referrals will be made for vacancies listed by third party recruiters without posting and/or contacting candidates with the information relating to the position.
- Candidates' resumes must not be held in the files of the third party recruiter for later referral to other positions unless authorized by the candidate

Types of Opportunities Not Permitted on Campus:

- Opportunities that require applicants to pay up front fees as part of the application process.
- Third Party International Internship/Co-op Opportunities: Organizations offering third party internship/co-op abroad must contact Western International. If you are unsure whether your opportunity is considered a third party international internship/co-op, please email: hirewesternu@uwo.ca

The focus of a participating organization will be to recruit Western students for employment opportunities, and not to promote products or services offered. A reasonable amount of items with organization branding (i.e. swag) is permitted at an organization's booth at the fair location. This can include pens, sticky notes and other small items for distribution to students during conversations regarding employment opportunities. No commercial products other than recruiters branded items will be permitted to be displayed.

SPACE, EQUIPMENT & SERVICE RATES

All space rental and labour fees will be applied according to the USC's current rate schedule.

USC Affiliated Groups do not pay space or equipment rental fees. They do pay for any labour required for their events.

USC Affiliated Groups cannot use their status to book space on behalf of a Non-USC Affiliated Group to which fees apply.

Room rental and A/V equipment rental fees apply to Non-USC Affiliated Groups

Fees will be charged to all groups for any rental of non-inventory Furnishings or A/V equipment.

A/V equipment requirements for all large events will be determined by USC Reservations and will be quoted based on event information.

NO OUTSIDE PROVIDER OF A/V EQUIPMENT, FURNISHINGS OR SERVICE IS PERMITTED UNLESS SPECIFICALLY APPROVED BY USC RESERVATIONS.

Event/Space Quotes

USC Reservations can provide event/space quotes based on event requirements. Event quotes can be requested through EMSWeb ([link](#)) for USC Affiliated Groups or through the online application tabs for Non-Affiliated groups. USC Affiliated Clubs and Faculty Councils do not have to submit a WesternLink Event Proposal.

Event Quotes do not secure or reserve the space or dates nor hold priority over submitted space requests between the time the quote is requested and the time the quotes moves from quote to space request.

Event/Service Labour and Standard Charges

Determination of the labour required for the execution of any event is at the sole discretion of and will be scheduled by USC Reservations and/or USC Productions.

A minimum standard for the number of staff and hours required for the event execution are set based on the space reserved, the type of event and equipment required and may be altered based on specific negotiated event requirements.

Due to Health and Safety Regulations, group/client volunteers are NOT permitted to assist in the setup of any furnishing or equipment related to any event.

Minimum Standard Event Labour Costs

- Set up: 2 Crew x 3 hours = 6 hours
- Take Down: 2 crew x 3 hours – 6 hours
- Technician: (duration of event + min 1 hour set up + min 1 hour take down) x 1 tech
- Security: (duration of event + 1 hour prior + 1 hour after) x # of personnel required (1 guard/50 attendees)

Event Decor Services

USC Reservations can facilitate décor design services for large scale events through USC Productions.

Contact USC Reservations a minimum of 1 month prior to the event to arrange for a design consultation. Groups should be prepared with a budget and general idea of theme required.

Event Security

Security requirements for any event are at the sole discretion of the USC. Groups can request security if they determine the need for it at any event.

Groups shall bear the cost for any security that is required for the execution and safety of the event.

USC Equipment Rentals

USC Equipment rental (A/V, tables, chairs etc.) is provided only, based on availability, to events within the UCC. Equipment rental requests for events outside the UCC (“off-site rental”) will be reviewed on a case by case basis. All off-site rentals will include delivery, set up, monitoring and strike by USC personnel. Groups are responsible for all costs for labour and delivery vehicles required to execute any off-site event.

FACILITIES

Meeting & Event Space

Conference Rooms:

USC Conference Rooms are located on the third floor of the University Community Centre (UCC) and are available to book for your team's next meeting, interview, brainstorm, etc.

Each conference room is equipped for presentations with an LCD screen and wireless connectivity through the Mersive Solstice App.

Need the Mersive Solstice App?

Enter the IP address on the display into a web browser, then click Get the App to download.

On a mobile device, download the free Mersive Solstice app from the app store.

Conference Rooms are available between 9:00 AM – 10:00 PM, Monday to Friday (excluding holidays and USC and Western closures)

NO FOOD is permitted in the conference rooms with the exception of personal beverages and snacks.

Any costs associated with damage or additional cleaning required to return the room to its proper state shall be the responsibility of the reserved group.

Capacities may vary. Please see a breakdown of each conference room and its capacity.

Room 365

Capacity: 10

7' diameter round table

10 chairs (8 at table, 2 side chairs)

70" Smart Screen with wireless content sharing

Whiteboard Wall

Window facing campus

Room 369

Capacity: 20

16' oval table

20 chairs (16 at table, 4 side chairs)

65" Smart Screen with wireless content sharing

Whiteboard Wall

Window facing campus

Room 370

Capacity: 10
7' diameter round table
10 chairs (8 at table, 2 side chairs)
65" Smart Screen with wireless content sharing

Room 371

Capacity: 20
16' oval table
20 chairs (16 at table, 4 side chairs)
65" Smart Screen with wireless content
Whiteboard Wall
Window facing campus

Room 373

Capacity: 22
18' oval table
22 chairs (18 at table, 4 side chairs)
Sideboard for catering
65" Smart Screen with wireless content sharing
Whiteboard Wall

Room 377

Capacity: 20
15' oval table
20 chairs (16 at table, 4 side chairs)
Sideboard for catering
65" Smart Screen with wireless content sharing
Whiteboard Wall

Room 379

Capacity: 20
15' oval table
20 chairs (16 at table, 4 side chairs)
Sideboard for catering
65" Smart Screen with wireless content sharing
Whiteboard Wall

Community Room (Room 269C)

The Community Room is located on the second floor of the University Community Centre (UCC) and is available to book for your team's next meeting, luncheon, conference, panel, interview, team building activity, brainstorm, etc.

The Community Room is available between 9:00AM – 10:00PM, Monday to Friday days a week (excluding holidays and USC and Western closures). Weekend bookings are considered on a case by case basis and are by special arrangement with USC Reservations.

Capacity and Floor Plan Options:

- Standing: 275
- Theatre Seating: 200
- Banquet Round (no buffet line): 104
- Banquet w/ Round Tables and Buffet Line: 80
- Banquet w/ Rectangle Tables w/ no buffet: 120
- Banquet w/ Rectangle Tables w/ buffet line: 96
- Seminar w/ no buffet: 50
- Seminar w/ buffet: 38

A/V:

- Ceiling mounted projector
- Draw down screen
- HDMI & VGA connections
- Microphone available
- Use of A/V requires a technician which is subject to labour charges

Room 269A

Room 269A is located on the second floor of the University Community Centre (UCC) and is available to book for your team's next meeting, luncheon, conference, panel, interview, team building activity, brainstorm, etc. This room is located beside the Community Room and can often be booked together as a breakout room in between large sessions.

The Community Room and Room 269A is available between 9:00AM – 10:00PM, Monday to Friday (excluding holidays and USC and Western closures) Weekend and later evening bookings are considered on a case by case basis and are by special arrangement with USC Reservations.

Capacity and Floor Plan Options:

- Theatre seating: 40
- Table seating: 32
- Standing: 50

A/V:

- No existing A/V but portable screen & projector can be requested
- Use of A/V requires a technician which is subject to labour charges

McKellar Room

The McKellar Room is located on the second floor of the University Community Centre (UCC) and is available to book for your next speaker, panel discussion, film screening, meeting, training day, etc.

The McKellar Room available between 9:00 AM – 10:00 PM, Monday to Friday (excluding holidays and USC and Western closures). Weekend and later evening bookings are considered on a case by case basis and are by special arrangement with USC Reservations.

Capacity:

Theatre Seating for 392

(249 on the main floor; 143 in the balcony)

A/V

Projector, podium, lapel or handheld mic and technician are included in the rental rate.

Any A/V requirements above the standard package will be subject to additional rental and labour charges and will be quoted on a case by case basis.

Notes:

Catering is available from The Wave Catering Department

Mustang Lounge

West

The Mustang West Lounge is located on the main floor of the University Community Centre (UCC) and is available for your convention, ballroom, tradeshow, job fair, formal, fashion show, etc.

Capacity:

Standing: 885

Theatre Seating: 600

Banquet Round w/ no buffet: 232

Banquet round w/ buffet: 208

Banquet Rectangle w/ no buffet: 336

Banquet Rectangle w/ buffet: 248

Seminar w/ no buffet: 180

Seminar w/ buffet: 144

Stage:

Dimensions - 30' x 17', 39.5" high

Wheelchair accessible

Curtains at the back with black marvel velour.

Back curtain is on a manual traveler used to reveal the LED curtain behind it.

A/V: (Use of A/V requires a technician which is subject to labour charges)

Large projector, three screens with 5 TVs above the main doors

Lighting rig, including motorized mirror ball, moving head lights, strobes, LED pars, and an LED drape.

Full range line array PA system, including 8 x dual 21" subwoofers, powered monitors, and various mixing consoles as needed

Microphones, stands, and cabling as needed (wireless microphones subject to availability)

1 x Eiki LC-X800 projector

2 x Eiki LC-XL200 projectors

Lounge Dressing Room:

15ft x 15ft dressing room is available with any event booked into the Mustang Lounge

Fitted with mirrors, lights, a sink and refrigerator

East

The Mustang East Lounge is a designated student lounge and is not available to reserve for events. Large event requests for the use of both the West lounge and East lounge will be considered on a case by case basis, and subject to labour charges to remove the existing furnishings.

Display & Promotional Space

The UCC is the only designated space for promotional and commercial activity on Campus

Atrium

The UCC Atrium, located on the main level of the UCC, is split into several promotional footprints:

6 - 10'x10' areas and 3- 6'x4' areas each accommodating 1 6ft table; and
1 - 12'x 6'area accommodating up to 4 6ft tables.

Areas can be combined for larger required footprints or table numbers.

Lower Level

The Lower Level, is located in the basement of the UCC by the Western Bookstore and is split into several promotional footprints:

5 - 6'x4' areas and 4 – 6'x6' areas each accommodating 1 6ft table.

Areas can be combined for larger required footprints or table numbers.

Concrete Beach

The Concrete Beach, is an outside area in front of UCC Main Doors facing Oxford Drive and is split into a large number of promotional and event footprints.

Concrete Beach includes the Pavilion, Renaissance Square and the Oxford Drive walkway.

The Pavilion and Renaissance Square are suitable for single table displays, larger promotional footprints and events of varied sizes.

The Pavilion has a large covered “gazebo” structure suitable for a stage set up.

Renaissance Square has a raised platform suitable for a stage set up.

Bookings on the Concrete Beach are subject to weather conditions and during the months when Western sets up winter fencing. This time period varies based on the Fall/Winter weather patterns.

Alternative inside space is subject to availability when weather does not permit outside bookings.

FOOD AND CATERING

Display/Promotional Space

Atrium/Lower Level/Concrete Beach

Western Hospitality Services has exclusivity over the pre-sale, sale and distribution of all food and beverages on campus. Therefore, no group is permitted to pre-sell, sell, or handout any food and beverage items with the exception of small pre-wrapped commercially prepared candies.

Groups are permitted to distribute, at no cost, food and beverage that has been ordered and secured through Western Hospitality Services or through The Wave/Spoke Catering Department. All rules for safe food handling as determined by these catering services must be followed.

Special dispensation to distribute certain food and beverage not available through Western Hospitality Services or The Wave/Spoke Catering Department may be granted, on a case-by-case basis, based on religious, cultural or dietary restrictions or requirements. Requests must be included with your application and will be reviewed.

Commercial Marketing groups wishing to sample products or giveaway large food or beverage items can make an application to do so and will be assessed the appropriate fee for so doing.

Unapproved food and beverage distribution may result in the cancellation or removal of a table/display and/or suspension of future booking privileges.

Event & Meeting Space

Conference Rooms/Activity Room/McKellar Room/Mustang Lounge

NO FOOD is permitted in the conference rooms with the exception of personal beverages and snacks.

FOOD SERVICE IS PERMITTED for events hosted in the Activity Rooms, McKellar Room and the Mustang Lounge and must be contracted through The Wave Catering Department.

Catering Requests can be made here: <https://www.the-wave.ca/catering/>

Outside Caterers/Food Service Providers or Specialty Food Service

If specialty food service (religious or cultural) is required for an event in the Activity Rooms, McKellar Room or the Mustang Lounge and cannot be accommodated by The Wave, all outside caterers and food service providers must be vetted and approved through The Wave Catering Department.

Please contact them at wave.catering@westernusc.ca

RENTAL RATES, EVENT SERVICES, QUOTES, BILLING AND PAYMENTS

USC Affiliated Groups do not pay space or equipment rental fees. They do pay for any labour required for their events.

USC Affiliated Groups cannot use their status to book space on behalf of a Non-USC Affiliated Group to which fees apply.

Room rental and A/V equipment rental fees apply to Non-USC Affiliated Groups

Fees will be charged to all groups for any rental of non-inventory Furnishings or A/V equipment. A/V equipment requirements for all large events will be determined by USC Reservations and will be quoted based on event information.

NO OUTSIDE PROVIDER OF A/V EQUIPMENT, FURNISHINGS OR SERVICE IS PERMITTED UNLESS SPECIFICALLY APPROVED BY USC RESERVATIONS.

See USC Reservations Rate Card for specific rates.

Event/Space Quotes

USC Reservations can provide event/space quotes based on event requirements. Event quotes can be requested through EMSWeb for USC Affiliated Groups or through the online application tabs for Non-Affiliated groups. USC Affiliated Clubs and Faculty Councils do not have to submit a WesternLink Event Proposal.

Event Quotes do not secure or reserve the space or dates nor hold priority over submitted space requests between the time the quote is requested and the time the quotes moves from quote to space request.

Labour

Labour assigned to any event is at the sole discretion of and booked by USC Reservations. Due to Health and Safety regulations, volunteers are NOT permitted to assist in the setup of any furnishing or equipment related to any event.

Minimum Standard Event Labour Costs:

- Set up: 2 Crew x 3 hours = 6 hours
- Take Down: 2 crew x 3 hours – 6 hours
- Technician: (duration of event + min 1 hour set up + min 1 hour take down) x 1 tech
- Security: (duration of event + 1 hour prior + 1 hour after) x # of personnel required (1 guard/50 attendees)

Security

Security requirements for events are at the sole discretion of and booked by USC Reservations. Groups shall bear the cost for any security required.

Event Décor Service

USC Reservations can facilitate décor design services for large scale events through USC Productions.

Contact USC Reservations a minimum of 1 month prior to the event to arrange for a design consultation. Groups should be prepared with a budget and general idea of theme required.

Billing and Payment

Off-Campus Organizations – Non USC/Western Affiliated Deposits

A 25% non-refundable deposit is required within 15 days of receipt of a Booking Confirmation. If booking is within 15 days' deposit is due upon receipt of confirmation.

Balance of Account

Payment, in full, must be submitted a minimum of 7 days' week prior to the event date. Please contact the Reservations Coordinator to arrange for payment. Payment and deposit are payable in cash, by cheque (payable to the University Students Council), Visa, MasterCard, American Express or Purchase Order.

Secure online credit card payments can be made by following this link https://www.usc-online.ca/reservation_payments

Any costs incurred in association with the execution of the event will be due and payable within 5 working days of the event.

On-Campus USC/Western Affiliated Organizations

All charges will be billed to your organization after the event is completed. No deposits are required. A USC Account Number, Western Speed Code or address for billing purposes must be provided at the time of application.

ALL WESTERN ASSOCIATED GROUP EVENTS WITH CHARGES OVER \$2000 REQUIRE A WESTERN PURCHASE ORDER.

APPLICATION PROCEDURES AND SPECIFIC GROUP GUIDELINES

SPACE & EVENT APPLICATIONS

All applications will be reviewed and vetted by USC Reservations.

USC Reservations endeavours to process all applications in a timely manner based on operational norms and hours. Excluding weekends and holidays it may take from 24 to 48 hours for a response or confirmation.

Application Submission Periods

Applications for space or services received after any notice period must be made in person at the USC InfoSource by an authorized signing officer and are not guaranteed and will be processed and approved at the discretion of USC Reservations based on operational and space requirements.

Applications submitted after Friday at noon, weekends and holidays will be reviewed the next working day.

All notice periods exclude weekends and holidays.

Atrium Space

Applications for single tables should be submitted at least 5 working days prior to the first date requested.

Applications for large or full Atrium events must be received at least 14 working days prior to the date requested.

Tables will be granted based on availability. Due to extremely high demand for space, requests for two or more tables will be subject to availability.

Conference Rooms

Applications for rooms should be submitted at least 2 working days prior to the first date requested. All rooms have self-serve A/V options.

Community Room/Room 269/McKellar Room/Mustang Lounge

Applications for Community Room, Room 269, McKellar Room and Mustang Lounge requiring support (tables, chairs A/V) must be received at least 14 working days prior to the date requested.

Applications for Community Room/Room 269 with no support required must be received at least 2 working days prior to the date requested.

Preliminary equipment and or seating requirements for all events should be included on the application at the time of booking.

USC AFFILIATED GROUPS

Applications

USC Clubs, Faculty Councils, Residence Councils, Affiliated Colleges can submit requests for all promotional and event space as of the **first day of classes in September**. All applications can be submitted via EMSWeb. Please see EMSWeb tab for information regarding accounts and submitting applications. EMSWeb link: <https://usc.emscloudservice.com/web/>

Space can only be requested by designated authorized signing officers for the group or organization.

Application for space must be completed in full or application may be rejected.

USC Clubs and Faculty Council must submit an event proposal in WesternLink prior to requesting space. The event does not have to be approved to reserve space but must be approved prior to the booking. If the event is not approved, then the booking will be cancelled.

Specific Facility Application Guidelines

Atrium/Concrete Beach/Lower Level

Large Awareness Events

Groups are permitted one Full Atrium (Atrium 1, 2, 3 and Stage) Event/Day per academic year.

Groups may have more than one large event on the Concrete Beach in an academic year. However, this is counted against the two pre-booked spaces per week.

Single Table Display/Promotion

Groups may book any number of single tables throughout the year, however, are limited to two pre-booked single tables per week. Additional dates for an existing booking during a week can be requested online as of the Monday of the preceding week. During the week of the booking, additional dates can be requested, in person, by an authorized signing officer at the USC InfoSource.

Due to extremely high demand for space, groups are limited to a single table only. Events requiring two or more table requests will be considered on a case by case basis and will be based on availability.

Groups are permitted to be in only one area of the UCC at a time. For instance, groups cannot have a table in the Atrium and then one on Concrete Beach.

Display tables requested during the year will be booked based on availability in the Atrium first and then Lower Level if nothing in the Atrium is available. Should space become available in the Atrium, groups will be moved up from the Lower Level based on booking priority and application date order.

Persons at the table must be members of the requesting organization and we request that there be a reasonable limit to the number of members staffing the table at any given time. We only provide two chairs per single table.

No Off-Campus representative is permitted to be at a table or soliciting students.

No third party or Off-Campus organization branded information, displays or giveaways are permitted at any table unless approved by USC Reservations and/or contained on the approved WesternLink Event Proposal. Any deviance from said list may result in the immediate removal from the Atrium and/or cancellation of the future bookings.

Only activities, displays, items for distribution etc. listed on the application and approved by USC Reservations and/or on the approved WesternLink Event Proposal will be permitted. Any deviance from said list may result in the immediate removal from the Atrium and/or cancellation of the future bookings.

All policies on soliciting students and signs, displays and decoration apply.

Conference Rooms

One Off, Recurring weekly or monthly meetings

Conference Rooms are available for booking between the hours of 9 am. To 10 p.m. on weekdays.

Conference Rooms are not available on weekends unless requested for as part of a larger special event occurring in USC Event Space. Please consult with the USC Reservations Coordinator for further information.

Groups can pre-book 2 meetings per week for a maximum of 3 hours for a calendar month.

As of the 15th day of a current month groups can request space for the next calendar month. Space required for January can be requested as of December 1st.

Additional rooms during a week may be booked the day of, in person, by an authorized signing officer for the group at the USC InfoSource.

Rooms will be programmed to open 10 minutes prior to your booking and scheduled to lock at the end of your booking.

All other policies for Conference Rooms and Council Chambers apply.

Food and Catering: Please refer to the Food and Catering section for further information

Activity Rooms (Room 269/Community Room)

Rehearsals/Recurring Events Requiring No Equipment or Seating

Group can pre-book one rehearsal/event per week for a maximum of two hours for a calendar month during the hours between 9 am and 10 pm weekdays for a calendar month.

Group can pre-book two rehearsals/events per week for a maximum of two hours for a calendar month during the hours between 8 pm and 10 pm.

As of the 15th day of a current month groups can request space for the next calendar month. Space required for January can be requested as of December 1st.

An authorized signing officer may book additional dance rehearsal space in two hour blocks on day of use, when available, in person, at the USC InfoSource.

Rooms will be programmed to open 10 minutes prior to your booking and scheduled to lock at the end of your booking.

All other policies for Activity Rooms apply. (see Facilities - link)

Standalone/One-off Events with or without support (A/V equipment or seating)

Room 269/Community Room/McKellar Room

Requests can be made for any number of standalone/one-off events that do not recur during the academic year.

Preliminary equipment and or seating requirements for all events must be requested at time of booking.

All other policies for Activity Rooms and the McKellar Room apply. (see Facilities - link)

Rooms will be programmed to open 10 minutes prior to your booking and scheduled to lock at the end of your booking. If additional set up/strike time is required, this can be arranged with USC Reservations at the time of booking and indicated on the application.

Food and Catering: Please refer to Food and Catering for further information (Link to tab)

Mustang Lounge

Mustang Lounge is only available for standalone/one-off events and is not available for any recurring events (daily/weekly or monthly).

Requests can be made for any number of standalone/one-off events.

Please see Facilities Tab for Mustang Lounge for all other event information.

All other policies for the Mustang Lounge apply. (see Facilities)

Food and Catering: Please refer to Food and Catering for further information (Link to tab)

OFF- CAMPUS ORGANIZATIONS

Promotional Space

Vendors, Commercial Marketing / Advertising, Charitable / Non-Profit, Recruiters

USC Reservations rents space for the sale of goods and services and the dissemination of information which will benefit the Western community. All space is booked on a first-come, first-serve basis. All goods and services to be sold or advertised and all methods of promotion in the University Community Centre (“UCC”) will be vetted on a case by case basis to ensure they conform to existing exclusivity agreements within the UCC as well as with all existing Western and USC policies, regulations and practices. Please note that student organizations and UWO departments are given priority in reserving space.

Space Applications/Request a Quote

Request for Quote

Event Quotes do not secure or reserve the space or dates nor hold priority over submitted space requests between the time the quote is requested and the time the quotes moves from quote to space request.

Information Required for Reservations

Commercial Marketing/Advertising

All quotes for space rental fees are provided on a case by case basis based on the size of space required, the product(s) being sold or advertised and promotional activities being done.

All quotes are provided through USC Reservations and/or USC Promotions & Commercial Partnerships. The following information will be required:

- Name company you are representing
- List of products/services advertised or sampled
- Any promotional give-away/contests
- List of companies providing prizes
- If there will be any display material for any other companies
- Number of personnel staffing your event
- Description of uniform staff will be wearing
- Type and size of static displays
- List of equipment requiring power supply
- Number of 6 ft. tables required
- Number of chairs required
- Any vehicles involved in promotion (i.e. trucks/ trailers) and weight of those vehicles
- Full details of social media advertising campaign for Campus visit
- If PA system being used for music or other public address

Vendors/Sale of Goods

The following information will be required:

- List of all goods being sold
- Assurance that all goods are authentic and not “knock-offs” of name or designer brands
- Number of 6 ft. tables required
- Type and size of displays

Recruiters

All Recruiters are asked to contact: The Student Success Centre
519-661-3559 or at hirewestern@uwo.ca <http://hirewesternu.ca/>

Western’s Student Success Centre will provide all information regarding recruitment and advertising opportunities on campus including those provided through the USC Ad Office. Space for recruiters interested in booking tables or meeting rooms in the UCC. The USC will bill the recruiter directly for the cost of space.

Recruiters will be vetted and categorized by The Student Success Centre. The USC will uphold all Success Centre policies and regulations for recruitment on campus in addition to its own policies and regulations regarding space within the UCC.

Types of Recruitment Opportunities Permitted on Campus: (Non-Commercial Recruitment)

1. Paid full-time, part-time, contract, temporary, and summer jobs. These are employment opportunities that receive standard hourly or salaried income from an employer.
2. Paid Internship/Co-op Work Terms: All internship and co-op work terms are subject to approval by the relevant campus coordinator. To review the different internship/co-op programs offered at Western, please see our website. When accessing the Internship/Co-op portal in Career Central to post your jobs, please click on the program links provided for detailed information about a particular co-op or internship program. Should you have questions or require confirmation of program qualifications, please email: hirewesternu@uwo.ca
3. Volunteer/Unpaid Opportunities: Employers wishing to advertise volunteer and/or unpaid opportunities will contact the Community Engaged Learning Coordinator, with a copy of their posting: jdubeau6@uwo.ca. The Coordinator will review the opportunity and follow-up with the employer with further instructions.

Other Recruitment Opportunities Also Permitted, with Certain Guidelines: (Commercial Recruitment)

4. Entrepreneurial/Franchise Opportunities: Entrepreneurial/franchise opportunities are defined as offering one or more of the following:
 - Students run their own business or franchise, but no formal salary is offered
 - Compensation is based on commission
 - Student pays fees for training and/or materials
 - Opportunity involves penalties and/or fees if the franchisee leaves the program

All initial investments such as associated upfront fees must be indicated in the posting. The Student Success Centre and The USC also reserves the right to request an updated copy of the employment contract to keep on-file.

5. Third Party Recruiters: Third-party recruiters, as defined by the Canadian Association of Career Educators and Employers (CACEE), are considered to be agencies, organizations or individuals recruiting students for employment opportunities with other organizations.

Guidelines for posting third party opportunities:

- Students run their own business or franchise, but no formal salary is offered
- Third party recruiters must disclose the name of the employer for each submitted posting to hirewesternu@uwo.ca on a confidential basis. This information will not be released to students unless permission to release is granted by the third party recruiter.
- No direct referrals will be made for vacancies listed by third party recruiters without posting and/or contacting candidates with the information relating to the position.
- Candidates' resumes must not be held in the files of the third party recruiter for later referral to other positions unless authorized by the candidate

Types of Opportunities Not Permitted on Campus:

1. Opportunities that require applicants to pay up front fees as part of the application process.
2. Third Party International Internship/Co-op Opportunities: Organizations offering third party internship/co-op abroad must contact Western International. If you are unsure whether your opportunity is considered a third party international internship/co-op, please email: hirewesternu@uwo.ca

The focus of a participating organization will be to recruit Western students for employment opportunities, and not to promote products or services offered. A reasonable amount of items with organization branding (i.e. swag) is permitted at an organization's booth at the fair location. This can include pens, sticky notes and other small items for distribution to students during conversations regarding employment opportunities. No commercial products other than recruiters branded items will be permitted to be displayed.

