

Student Life Centre Facilities Rental Procedures/Policies

(Referred to Appendix A, on Facilities Request Form)

Insurance:

Certificate of Liability may be required by the College, listing St. Clair College and St. Clair College Student Representative Council.

Required Liability Limits:	Events involving alcohol:	\$5,000,000
	Events not involving alcohol:	\$2,000,000

Liquor Service:

No renter(s) are permitted to provide service of liquor or beer at any event.

Organizers will be directed to the appropriate manager in order to discuss specific requirements and instructions related to liquor/beer service.

No outside alcohol is permitted on campus at any time.

Religious & Political Use:

The College will not rent space for recruitment activities or perceived recruitment activities sponsored by partisan political or religious groups.

Activities of a general, all-inclusive nature such as all party debate/forum are acceptable when sponsored by non-partisan parties.

Security:

College security must be used for all non-college events. The renter will be charged for security prior to the event based on the event's projected timeline. If the security is required longer than the pre-charged amount, an invoice will subsequently be issued to the renter. The payment of all overtime charges are due within 30 days of the event.

The number of required guards will be determined, based on the type of event and the expected attendance, by the appropriate manager.

Guard Rate: \$30.00 per hour, per guard + HST

Rates:

Venue Rental (less than 4 hours)	\$50 an hour + HST
Venue Rental (4 – 8 hours)	\$500 per day + HST
Venue Rental (after 8 hours)	\$75 an hour + HST in addition to the \$500
Technician (3 hour min.)	\$20 per hour
Additional Cleaning Fee (if required)	\$200