



UNIVERSITY CENTRE FACILITY SERVICES GUIDE

2025-26

*Event Facilities, Equipment Rentals, Audio Visual Support,
Food & Beverage Services, and Digital Content Solutions*

September 22, 2025 – August 31, 2026

OUR EVENT SPACES

Our Meeting & Event Facilities are designed to offer flexible accommodation to meet your needs with multi-purpose setup options, audio-video expertise, catering, and full service planning support, the University Centre is dedicated to delivering a successful event experience!

SMALL & MEDIUM ROOMS

Meeting Rooms 004 & 005

Capacity: 12 (005) & 18 (004) | Multipurpose | \$35 Hour

Ambient rooms with group seating and interior frosted glass walls next to the Peter Clark Hall Complex.

Meeting Rooms 332 & 334

Capacity: 20 | Boardroom | Hybrid Format | \$42 Hour

Bright meeting rooms with vibrant views of Branion Plaza, boardroom seating, and Microsoft Teams enabled interactive touch digital screens.

Executive Room 429

Capacity: 12 | Boardroom | AGCO | Hybrid Format | \$42 Hour

Located on Level 4 with executive leather seating, boardroom tables, and Microsoft Teams enabled panel with dual digital screens.

Meeting Room 430

Capacity: 38 | Multipurpose | AGCO | Hybrid Format | \$45 Hour

Open concept meeting and event room featuring Microsoft Teams enabled dual digital screens. An ideal location for small social events and presentations.

Executive Room 441

Capacity: 40 | Boardroom | AGCO | Hybrid Format | \$52 Hour

Well appointed boardroom with floor mounted outlets, integrated sound system, and Microsoft Teams enabled interactive digital screens with executive furnishings.

Meeting Room 444

Capacity: 10 | Boardroom | Hybrid Format | \$39 Hour

Small Microsoft Teams enabled room with interactive touch digital screens and standard group seating for six to ten people. Private and quiet meeting space.

Meditation & Quiet Reflection Room

Capacity: 22 | Multipurpose | Quiet Space | \$25 Hour

A quiet space for meditation, self-reflection, and multi-faith activities located on Level 5 North.

What's included with Room Reservations?

All bookings except PCH Centre Room 001M come with standard furniture setup, use of integrated digital room technology, planning guidance, and on-site assistance.

Student and internal bookings available at no cost.

**AGCO denotes Ontario liquor licensed rooms.*

LARGE ROOMS

Peter Clark Hall Complex

Capacity: 646 - 900 | Multipurpose | AGCO | \$98 Hourly

Large multipurpose event facility featuring multiple HD projectors, integrated house sound system, enhanced lighting features and available bar service. Centre section with adjoining north and south wings.

PCH North 001A & South 001B Wings

Capacity: 100 | Multipurpose | AGCO | \$48 Hour

Multipurpose rooms equipped with an HD projector, integrated sound system, and multiple setup options.

PCH Centre Activity Room 001M

Capacity: 180 - 700 | Multipurpose | AGCO | \$52 Hour

Large, open activity space with dual HD projectors, integrated sound system, controllable lighting, event bar facility, and a variety of setup options and uses.

Meeting Room 442

Capacity: 100 | Multipurpose | AGCO | Hybrid Format | \$60 Hour

A bright and spacious room with Microsoft Teams enabled dual digital screens, integrated sound system, and large window views of Branion Plaza and Zavitz Hall.

FULL-SERVICE SPACES

The Keg Lounge – Brass Taps Pub

Capacity: 28 | AGCO | \$45 Hour | No Charge with UC Catering

Group dining room featuring floor to ceiling views of Conservatory Gardens, large group tables, and TV.

The 74 Lounge – Brass Taps Pub

Capacity: 32 | AGCO | \$45 Hour | No Charge with UC Catering

Casual social and dining lounge inside Brass Taps Pub with floor to ceiling views of Conservatory Gardens, pub tables and chairs, and HD digital screen.

The “Boo Bar” Games Lounge

Capacity: 32 | AGCO | \$45 Hour | No Charge with UC Catering

Student-focused games lounge featuring a billiards table, fooseball table, custom built arcade unit, 80” high-definition TV and event service counter.

RESERVATION SERVICES

Our facility services team can setup your reservation space to meet your specific event or meeting needs.

Standard Setup – All Rooms

Included in Room Rate | PCH Centre Room Setup +\$42

Standard setup of tables and chairs in group seating format. PCH Centre Room clear of all furnishings.

Lecture or Classroom Setup

Small Room \$48 | Large Room \$98 | PCH Complete Venue \$132

Lecture style seating or forward-facing classroom seating with tables, set up to room capacity.

Trade Show or Custom Room Setup

Small Room \$60 | Large Room \$110 | PCH Complete Venue \$145

Custom room setup planned to your design layout with on-site planning support included.

Room Reset & Cleaning Service

Small Room \$32 | Large Room \$82 | On-Demand Service +\$45

Additional detailed room cleaning and reset of furnishings following an meeting, event, or activity.

Microphone Service

Integrated Rooms \$68 | With PA & Speaker \$98

Professional setup of regular or table top microphones. Stand alone service includes PA mixer and up to two powered speakers setup and ready for use.

Wireless Microphone Service

Integrated Rooms \$78 | With PA & Speaker \$108

Premium quality wireless and lapel microphone service with setup support. Stand alone service includes PA mixer and up to two powered speakers.

Microsoft Teams On-Site Support

Scheduled Service \$25 | On-Demand Service +\$32

On-site staff support for setup and tutorial of Microsoft Teams enabled room functionality.

Portable Digital Meeting Board

\$32 Hour | Delivery & Setup Required +\$19 | Onsite Support +\$22

Professional 65" digital meeting board with Microsoft Teams and hybrid BYOD connectivity, dynamic optical zoom camera, with touch screen whiteboard.

On-Site Technical Support

Weekday \$58 Hour | Weekend \$88 Hour | On-Demand Fee +\$45

Professional support available to assist with all audio video needs and ensure a stress-free event.

**All internal departments/colleges and student accredited groups receive 25% discount on services.*

Equipment Rental Delivery Service

All UC Locations | Rental Costs Extra | \$19 Delivery

Delivery and setup of any UC Equipment Rental equipment and pickup following reservation.

Key Loan Service

No Cost for Single Key | Additional Keys +\$3 Each

Available for multiple day or weekend reservations. Replacement fee of \$128 for lost or non-returned keys.

Executive Water Service

Ice Water Station \$0.65 Person | Table Service \$1.15 Person

Professional presentation with glassware arranged at a beverage station or set at each guest seat.

Linen Tablecloth Service

\$7 Per Linen | \$10 With 5' Folding Table

Black, red, white, or golden yellow linen table clothes.

FOOD & BEVERAGE

UC Event Catering is available to provide exceptional service for your event and activities.

Campus Brew Coffee Bar Service

Starting at \$1.65 Person | Room Delivery & Setup +\$5

Premium Fair Trade medium roasted coffee with specialty tea selections and accompaniments.

Campus Bakery & Coffee Co.

Freshly Made Baked Goods & Premium Beverages

Freshly made baked goods and premium beverage services delivered to your location.

UC Catering Services

Quality Menu Selections, Services & Planning Support

Event packages and custom ordering options available with setup and individual portion presentation.

Cocktail Socials & Bar Service

AGCO Licensed Room \$105 | Non-AGCO Licensed Room \$195

On-site bartender with guest pay or host bar service options available for special events and activities.

External Food & Beverage Service Fee

\$32 Booking | Excluding Hospitality Services, Bullring & UC Catering

Events with external prepared food and beverages will be levied a fee to recover the cost of additional cleaning.

COURTYARD ACTIVITIES

The UC Courtyard is an dynamic, open space that can support events and activities in a safe and socially distanced manner.

Promotional & Fundraising Tables

External \$150 | Affiliate - \$75 | Internal - No Cost

North or South Concourse with up to 2 tables and 4 chairs. Sales for fundraising purposes only.

Large Promotional & Fundraising Space

External \$280 | Affiliate - \$140 | Internal - No Cost

Courtyard East, West, or South Concourse Level space with up to 12 tables and 48 chairs included.

Small Vending Sales Space

Independent - \$235 | Affiliate - \$115 | Corporate - \$495

For smaller product or services sales to the public. South Concourse, East or West Courtyard with up to 6 tables and 12 chairs. Space accommodates up to approximately 100 sq. ft.

UC Central Large Sales Space

Independent - \$395 | Affiliate - \$200 | Corporate - \$695

For larger product or services sales to the public. Internal bookings include up to 8 tables with 24 chairs. Open concept Central Courtyard space suits up to 600 sq. ft. usage.

Central Courtyard Full Space Rental

\$82 Hourly or \$656 Daily | Affiliate - \$328 Flat Rate Per Day

Full East and West Central Courtyard Spaces for promotional activities, event hosting, trade shows, and market/vendor sales. Includes up to 24 tables with 96 chairs and planning support.

EVENT PROGRAMMING

Concert Programming Services

Complete Programming Service | Various Rates

In-house complete concert programming service including budget planning and artist booking, ticketing, lighting, sound support and venue management for all types of events.

Audio Video Equipment Rentals

Refer to our UC Equipment Rental Listing for available products and services.

DIGITAL MEDIA

Our digital media team is committed delivering quality content design, focused messaging, and effective communications solutions.

UC Digital Signage Network

Effective Communications | No Cost for Internal Groups

The UC Digital Signage Network is an advanced, high definition motion graphic communication tool broadcast over 30 public digital screens.

UC Content Design & Creation

Internal - \$43 Per Hour | External - \$85 Per Hour

Professional Motion Graphic design services using existing content and creation services including filming, photography and raw content design. Content can be used for multi-platform publishing.

Hybrid Broadcasting & Event Recording

Internal - \$48 Per Hour | External - \$89 Per Hour

Professional filming of your event, lecture, town hall, or activity with custom editing and content design for podcast and multi-platform publishing.

OTHER SERVICES

Locker Rental Service

\$40 Semester - Standard | \$60 Semester - Large

Secure lockers with combination lock located in a convenient, centrally located area on Level O.

Campus Washroom Ads

\$36 Each Monthly Standard | \$48 Each Monthly Premium

Printed 11" x 17" sized advertising space available in University Centre and Athletics washroom locations. Bi-weekly and monthly placements available

UC Courtyard Banner Space

Internal - No Charge | External - \$45 Per Week

Central Courtyard East or West banner locations with hanging and removal service provided.

UC Event Security Services

\$29.95 Hourly Per Guard | Three (3) Hour Minimum Per Guard

Licensed Event Security Guards available for event security support for private engagements, licensed bar events, and large gatherings and gatherings.

EQUIPMENT RENTALS

All equipment rentals are priced per day for pickup from the UC Services Office. UC delivery, setup, and pickup available for \$20 per order. Campus delivery, setup, and pickup available for \$40 per order.

POPULAR

Quick Folding Table (5 ft.)

\$6 Table | Grey Molded Plastic Table with Folding Legs

Large Round Banquet Tables (7 ft.)

\$9 Table | Grey Molded Plastic Table with Folding Legs

Bar Height Bistro Cocktail Table (30")

\$12 Table | With Black Spandex Cover +\$9 Each

Linen Tablecloth (90")

\$7 Linen | Black, Golden Yellow, Red, or White

Extension Cords

\$9 Each | Transit Safety Covers for Cords +\$6 Each

Black Molded Stacking Chairs

\$3 Chair | Black Stackable Chair with Chrome Base

Padded Task Chairs

\$6 Chair | Standard & Accessible Options Available

Executive Service Cart

\$12 Day | Black Three Shelf Cart with Closed Ends.

Barrel Lounge Chairs

\$18 Chair | Red, Grey, or Charcoal Colours Available

Coat Racks & Hangers

\$12 Rack | \$0.25 Hanger Each | Portable Coat Rack

PRESENTATION

HD Digital Projector

\$29 Day | Multi-Port Connection with Cart & Remote

Free-Standing Projection Screen (10 ft.)

\$18 Day | Folding Pull Down White Screen

Apple or Microsoft Display Adapter

\$12 Day | Assorted Adapters for USB, HDMI, VGA Use

Laptop PC for Presentations

\$24 Hour | \$72 Day | 13" Windows PC, HDMI Connection

Portable HD TV (55")

\$28 Hour | \$84 Day | Free-Standing Cart & Remote

Portable Teams Digital Meeting Board (65")

\$32 Hour | \$118 Day | +\$22 Support | Touch Screen Panel

Wireless Presentation Pointer/Remote

\$15 Unit | Multi-Platform Connectivity for Presentations

Podcast Hosting Equipment

\$48 Unit | Recording Console with Live Streaming

Lectern Podium

\$12 Unit | Black Metal Lectern Podium

Executive Podium

\$42 Unit | Walnut Colour Wood Podium with Shelf

U of G Presentation Podium

\$38 Unit | Branded Executive Podium with Mic Stand

Small Portable Whiteboard (4')

\$14 Each | Includes 3 Assorted Colour Markers & Eraser

Large Portable Whiteboard (8')

\$22 Each | Includes 3 Assorted Colour Markers & Eraser

Display Easel & Paper

\$18 Day | Includes Chart Paper & 3 Markers

Trade Show Literature Rack

\$16 Day | Professional Design Holds Letter Sized Paper

AUDIO EQUIPMENT

iPod with Spotify Premium Music

\$26 Hour | \$78 Day | Full Music Library & Custom Playlists

Basic Microphone & PA Sound System

\$72 Unit | Includes 4-Channel PA, 1x Mic, 1x Speaker

Standard Microphone & PA Service

\$112 Unit | 4-Channel PA, 2x Mics, 2x Powered Speakers

Presentation or Tabletop Microphone

\$22 Each | B58 Corded Microphone with Stand

Wireless or Lapel Microphone Service

\$31 Each | High Quality Microphone with Receiver

Beats Wireless Pill Speaker

\$22 Each | Rechargeable Portable Speaker with Charger

Basic 4-Channel PA

\$32 Unit | Powered 4 Channel PA & Volume Control

Powered Portable Speaker

\$25 Each | Powered Speaker with Tripod Stand

Audio Adapters & Cables

\$8 Unit | iPod Audio Cables, XLR Cables, Adapters

Internal Student & Administrative Discount

All Internal Departments, Colleges, Primary Student Organizations, and Accredited Student Groups receive a *25% discount* on all equipment, services, and delivery.

EVENT SUPPORT

Crowd Control Stanchions

\$12 Each | Retractable Nylon Rope. Minimum 2 Required.

Barricade Crowd Control Fencing

\$15 Each | 8.5' Galvanized Fence. Minimum 2 Required.

Display Sign Holder on Pole

\$12 Each | 8.5" x 11" Frame on Pole

A-Frame Promotional Chalkboard Sign

\$18 Day | Includes Assorted Colour Chalk

Small Stage Service

\$95 Day | Durable, Custom Sizing up to 8' x 16'

Medium Stage Service

\$145 Day | Durable, Custom Sizing up to 16' x 20'

Large Stage Service

\$235 Day | Durable, Custom Sizing up to 20' x 36'

Stage Step

\$9 Day | Single Standard Step, 48" Width

Stage Stairs

\$15 Day | Two Step Stair with Wood Finish Railing

Stage Carpeting

\$18 Small Stage | \$22 Medium Stage | Limited Sizes

Stage Skirting

\$2 Per Linear Foot | Black 16" Stage Skirting

LED Professional Stage Lights

\$129 Day | Controllable Multi-colour LED Lights & Stand

Pop-up Canopy Tent

\$28 Day | 10' x 10' Framed Canopy Tent with Case

FOOD & BEVERAGE

U of G Logo Water Glasses

\$0.65 Each | 10oz Glass with Legacy U of G Logo

Polished Wine Glasses

\$0.50 Each | 8.5oz Tulip Stemmed Wine Glasses

Standard Water Glasses

\$0.45 | 12oz Casablanca Style Glass

Sealable Glass Water Bottles

\$1.95 Each | 32oz Glass Bottle with Swing Seal Cap

Reusable Plastic Plates & Bowls

\$0.40 Each | Melamine Hard Plastic Oval Plates & Bowls

Large Punch Dispenser

\$14.50 Day | 3-Litre Clear Dispenser with Chrome Base

Thermal Hot Water Dispenser

\$12.90 Day | Insulated Unit with Vent & Locking Lid

Small Side Plates

\$0.95 Each | 6-inch White China Plate

Large Dinner Plates

\$1.05 Each | 9.5-inch White China Round Plate

Small Side Bowls

\$0.95 Each | 6 oz White China Salad Bowl

Large Entree Bowls

\$1.05 Each | 8 oz White China Entree Bowl with Rim

Dinner Fork or Butter Knife

\$5.60 Dozen | Stainless Steel Dinner Fork or Butter Knife

Rolled Cutlery Service

\$9.80 Dozen | Fork & Dinner Rolled in Like Linen Napkin

Cold Beverage Ice Tub

\$12.25 Each | Stainless Steel Unit | Filled with Ice +\$12

Electric Chafing Dish

\$22.50 Each | 110V Electric Warmer with Insert & Lid

Food Warming Lamps

\$23.25 Each | Standalone Dual Lamps with 175W Bulbs

Food Service Platters

\$3.95 Each | White Square 9" China Platter

Salt & Pepper Shakers

\$3.95 Set | Standard Shakers filled with Salt & Pepper

Serving Spoons, Tongs, Utensils

\$1.95 Utensil | Stainless Steel Commercial Quality

FUN & GAMES

Customizable Spin & Win Wheel

\$28 Day | Standalone Customizable Chalkboard Surface

Giant Jenga Game Set

\$9.90 Each | 5' High Built Wooden Blocks with Case

Corn Hole Game Set

\$14.95 Each | Two Wooden Boards with Bean Bags

Arcade Basketball Game

\$12.60 Each | Electronic Game with Dual Scoreboard

Portable Axe Throwing Game

\$9.90 Each | 5' Standing Target with 8 Plastic Axes

**Internal departments/colleges and student accredited groups receive 25% discount on rentals.*

RESERVATIONS POLICY

Terms of Use

All University Centre multi-purpose and executive meeting rooms are available to internal, affiliated, and external groups for booking and use. Established room rental rates, where applicable, will be applied based on the duration of the rental period and type of usage. Usage type is defined as:

1. *Internal Use:* All primary student organizations, departments, colleges, and groups recognized as an accredited group/entity by the University of Guelph, Central Student Association, or Graduate Students' Association are recognized as internal groups. **All room bookings are available at no-cost for internal groups with the exception of revenue generating bookings (see below).**

2. *Affiliated & Revenue Generating Use:* External groups with affiliation to a recognized internal group or an internal group booking space with the intended purpose of generating revenue (excluding approved fundraising purposes) will be charged 50% of the regular room rental rate.

3. *External Use:* All community, business, and corporate groups/entities may book space at the regular rental rate.

Reservations for all University Centre bookable spaces will be processed and confirmed on a first come, first served basis. Booking requests will be accepted up to six (6) semesters in advance or two (2) calendar years from the start of the current semester.

1. All requests must include the group's recognized organizational name, contact information including email address and phone number, requested date(s) and timing of booking, anticipated attendance, and detailed purpose of booking and use of space. University Centre Reservations will review requests upon receipt and arrange the booking based on availability of suitable space.

2. University Centre Reservations reserves the right to relocate confirmed reservations at any time in the interest of maximizing the usage of facility space, working with the affected group to ensure the relocation of the reservation is suitable based on the planned usage of space.

3. Meeting room reservation requests will be accepted up to three (3) hours in advance of the start of the reservation based on space availability by contacting University Centre Reservations by phone or attending the UC Services Office in-person during regular office hours, as prescribed in UC-6 Facility Hours of Operation (2024).

4. All multi-purpose rooms, public common spaces, pub venue private bookings, and Peter Clark Hall reservations require a minimum forty-eight (48) hour advance booking request. Exceptions can be made based on availability and type of usage planned for the space with the approval of the Senior Operations Manager, University Centre or their delegate.

5. All multi-day or large capacity events (over 150 persons in attendance) may be subject to a non-refundable deposit of fifty (50%) percent of the applicable booking rate, due at least ten (10) days prior to the date of the request. Deposit requirements will be issued and communicated upon confirmation of the reservation request.

6. All student accredited bookings require the organization be in good account standing with the University, UC, and be requested by the registered executive member for the organization. Any applicable charges or fees relating to the booking will be the responsibility of the organization and levied against the organization's UC account following Student Organizational Policy (SOP) terms.

7. All internal group bookings require the unit's general ledger (GL) coding to confirm reservation bookings. Any applicable charges or fees relating to the booking will be invoiced and charged to the group using the GL Coding provided.

8. UC Reservations will work with groups to effectively manage reservations and booking of space based on the needs of the group.

9. All UC bookable spaces, with the exception of Peter Clark Hall are fully furnished with standard room setup. Most bookable space include integrated audio video technology for use as part of the reservation booking. Additional services and custom room setup is available upon request.

10. Groups will be held responsible for the condition of the bookable room and amenities resulting from the use of space. Any cost or charges resulting from damage, destruction, lost or stolen items, and/or additional cleaning requirements will be levied against the group.

11. UC Services reserves the right to deny a request or cancel a booking at any time should any concerns relating to public safety, security, violation of policies, or university business continuance arise.

12. To ensure access to bookable spaces for all user groups, UC Services reserves the right to limit the number of bookings per week for any user group to prevent a group from monopolizing bookable space. UC Reservations will work with groups to prioritize bookings and recommend other bookable spaces where necessary.

13. UC Services, in recognizing the University's Freedom of Expression Policies; Student Organizational Policy (SOP); Controversial Student Events Policy; On-Campus Advertising Promotion, Sales & Solicitation Policy; and related UC policies, reserves the right to deny a request or cancel a booking should the intended usage of space or purpose of the booking contravene UC and/or University of Guelph policies and protocols.

14. All feedback on bookable spaces and services can be provided to the UC Services Team by email to ucservices@uoguelph.ca or attending the UC Services Office in-person during regular office hours, as prescribed in UC-6 Facility Hours of Operation (2024).

Student & Internal Discounts

All primary student organizations, accredited student groups and internal departments, units, and colleges will receive a twenty-five (25%) discount on equipment rentals, rental deliveries, and facility services to support internal events, activities, and initiatives.

To promote student entrepreneurial initiatives and engagement, registered individual students may book space for the purpose of promotion or public sales. The fee for individual student bookings shall be fifty (50%) percent of the regular rental rate.

RESERVATIONS POLICY

Food & Beverage Policy

As per university guidelines, all food and beverage services **must be** sourced from UC Catering Services (including The Brass Taps Pub; The Lookout: Patio + Lounge; Campus Bakery Co.), Hospitality Services, or an approved external food supplier. All external food suppliers must be public health inspected and recognized as an approved supplier by Hospitality Services and approved under an authorized Sales & Solicitation request.

Room bookings where externally sourced prepared food and beverages will be provided as part of the booking will be subject to a \$32 Food & Beverage Service Fee to recover the cost of additional room cleaning and waste removal services associated with the booking.

Alcohol Service Provisions

All events and activities in UC bookable space where alcohol service is provided, requires by virtue of the Liquor Sales License granted to the University of Guelph for the purchase, sale, and service of alcohol to be provided by Smart Serve certified university employees only. All requests for alcohol service must comply with the terms of Policy UC-4: High Risk Events & Alcohol Service (2024) and be provided by UC Services or Hospitality Services, as per university guidelines.

Revenues from the sale of alcohol and non-alcohol beverages provided by UC Services will be retained by the department and applied to the costs of the event. Revenues must equal a minimum of all direct costs plus twenty-five (25%) percent with deficiency being invoiced to the group.

Advertising & Promotion Policy

All groups must adhere to University advertising policies and the terms of Policy UC-5: Advertising, Sales, and Solicitation (2025). Advertising/promotion of events in contravention of established policies may result in the cancellation of the booking and a loss of booking privileges in the UC.

High Risk Events & Safety Protocols

All events and activities deemed to be high-risk must comply with the terms of the University of Guelph Alcoholic Beverages Policy – Appendix B and Policy UC-4: High Risk Events & Alcohol Service (2024).

To ensure the safety of attendees and staff and maintain liability control, the Director, University Centre or their delegate, may regulate or require additional safety and/or security measures to be implemented in order to facilitate an event or activity in University Centre bookable spaces.

Committed to Quality Service

The UC team is committed to serving your needs and providing the best quality service and clean, user-friendly spaces. Please contact us at ucservices@uoguelph.ca or (519) 824-4120 x53300 for general inquiries or requests and we will strive to meet your needs.

Cancellation Policy

NOTICE PERIOD: The UC aims to maximize the availability and usage of all spaces to accommodate as many requests as possible. To ensure spaces are used effectively, the following cancellation periods apply to all bookings:

1. Meeting Rooms: All meeting room bookings require a minimum of twelve (12) hour advanced notice of cancellation. Meeting rooms include, but not limited to, UC004, UC005, UC332, UC334, UC429, and UC444.
2. Multi-purpose Rooms: Multi-purpose room bookings require a minimum of forty-eight (48) hour advanced notice of cancellation. Multi-purpose rooms include UC001A, UC001B, UC430, UC441, and UC442.
3. Peter Clark Hall: All bookings for PCH (centre section and entire hall bookings) require a minimum of five (5) calendar days advanced notice of cancellation.
4. Courtyard & Common Spaces: All activity bookings on the main level of the University Centre require a minimum of five (5) calendar days advanced notice of cancellation. Spaces include UC103, UC123, and UC124.
5. Equipment Rentals: All confirmed equipment rentals require a forty-eight (48) hour advanced notice cancellation.
6. Service Requests: All confirmed service requests require a forty-eight (48) hour advanced notice of cancellation.

LATE-CANCELLATION FEE: A late cancellation fee equal to twenty-five (25%) percent of the regular rental rate for the booking will apply to all groups who fail to provide notice of cancellation within the prescribed cancellation period. Accredited student groups, internal, and sponsored groups may request special consideration to waive late-cancellation fees due to unforeseen circumstances by contacting the University Centre Reservations Office.

NON-USAGE FEES: In the event a booking is not canceled and the group fails to arrive for the reservation and use the space, the group will be levied a fee equal to the regular room rate for the booking. For Student accredited groups, internal, and sponsored groups, the fee will be equal to fifty (50%) percent of the regular rental rate for the booking. For External Groups, the fee will be equal to one-hundred (100%) percent of the regular rental rate for the booking.

EQUIPMENT RENTALS: All equipment rentals must be returned by 9AM on the following day from the last date of confirmed rental. Any rentals returned after 9AM may be subject to a rental late return fee equal to the regular daily rate of rental. The late return fee will be applied based on the number of days overdue. Client is responsible for the cost of replacement for all lost or damaged equipment.

FEES IN ARREARS: All cancellation and non-usage fees levied against any group must be paid within thirty (30) days of the invoice date or payment arrangements made with UC Services. Any fee payments in arrears will result in a temporary suspension of booking privileges until payment is received in full.

VIOLATION OF POLICY: User groups in contravention of this policy may be denied the use of University Centre space, services and equipment at the discretion of the Director, University Centre, or their delegate.

UC BOOKABLE SPACE SPECIFICATIONS

Room 001 – Peter Clark Hall Complex

7,683 sq.ft. | Standing Capacity: 900 | Dining Capacity: 386 | Seated Capacity: 680 | AGCO Capacity: 646 | \$98 Hour
Dual Projectors, Integrated Sound, Bar Facilities, Coat Check Available, Round Tables (26), Chairs, Stage Available, Multiple Exits, Dividable Sections, Room Setup +\$42

Rooms 001A & 001B – Peter Clark Hall North & South Wings

1,269 sq.ft. | Standing Capacity: 100 | Seated Capacity: 70 | AGCO Licensed Capacity: 70 | \$48 Hour
HD Projector, Integrated Sound, LED Lighting, Coat Check Available, Round Tables, Chairs, Carpet Flooring, Secondary Exit.

Room 001M – Peter Clark Hall Centre Section

5,135 sq.ft. | Standing Capacity: 700 | Dining Capacity: 246 | Seated Capacity: 540 | AGCO Capacity: 646 | \$52 Hour
Dual Projectors, Integrated Sound, Bar Facilities, Coat Check Available, Round Tables (26), Chairs, Stage Available, Multiple Exits, Storage Area, Room Setup +\$42.

Room 004 & 005 – Level 0 Multipurpose Spaces

004–675 sq.ft. & 005–425 sq. ft. | Seated Capacity: 004–18 People & 005–12 People | No AGCO License | \$35 Hour
Interior Room, Projector Screen, Rectangular Tables, Chairs, Carpet Floors, Multiple Exits, Coat Check Available, Setup Included.

Room 332 & 334 – Level 3 Meeting Spaces (Teams Room)

402 sq.ft. | Maximum Capacity: 22 | Seated Capacity: 20 | Hybrid Meeting: 16 | No AGCO License | \$42 Hour
North Exterior Windows, Microsoft Teams Room with Digital Screens, Fixed Tables, Chairs, Carpet Flooring, Setup Included.

Room 429 – Level 4 Executive Boardroom

371 sq.ft. | Maximum Capacity: 20 | Seated Capacity: 12 | Hybrid Meeting: 9 | AGCO License Capacity: 16 | \$42 Hour
Interior Room, Microsoft Teams Room with Digital Screens, Boardroom Tables, Leather Executive Chairs (12), Carpet Flooring.

Room 430 – Mid-Size Level 4 Multipurpose Space

608 sq.ft. | Maximum Capacity: 38 | Seated Capacity: 30 | Hybrid Meeting: 20 | AGCO License Capacity: 30 | \$45 Hour
Interior Room, Microsoft Teams Room with Digital Screens, Rectangular Tables (8), Chairs (38), Carpet Flooring, Setup Included.

Room 441 – Level 4 Executive Boardroom

825 sq.ft. | Maximum Capacity: 58 | Seated Capacity: 40 | Hybrid Meeting: 21 | AGCO License Capacity: 58 | \$52 Hour
North Exterior Windows, Microsoft Teams, Boardroom Tables (10), Executive Chairs (24), Guest Chair (16), Setup Included.

Room 442 – Large Level 4 Multipurpose Space

1,590 sq.ft. | Maximum Capacity: 109 | Seated Capacity: 100 | Hybrid Meeting: 64 | AGCO License Capacity: 109 | \$60 Hour
North Exterior Windows, Microsoft Teams Room with Digital Screens, Integrated Sound, Rectangular Tables (18), Chairs (100), Multiple Exits, Storage Area, Standard Setup Included.

Room 444 – Level 4 Executive Boardroom

216 sq.ft. | Maximum Capacity: 10 | Seated Capacity: 9 | Teams Hybrid Meeting: 9 | No AGCO License | \$39 Hour
Interior Room, Microsoft Teams Room with Digital Screens, Boardroom Tables, Chairs (10), Carpet Flooring, Setup Included.

Room 533 – Level 5 Meditation & Quiet Reflection Space

676 sq.ft. | Maximum Capacity: 22 | Seated Capacity: N/A | No AGCO License | \$25 Hour
Interior Room, Private Quiet Space, Guest Chairs (18), Carpet Floors, Open Space, Quiet Space. Standard Setup Only.

Room 103 & 124 – Level 1 Open Common Lounge Spaces

103–3,563 sq.ft. & 124–972 sq.ft. | Maximum Capacity: 103–248 & 124–72 | No AGCO License | 103–\$75 Hour & 124–\$52 Hour
Exterior Facing Spaces, Open Public Area, Mixed Use Seating, Carpet Flooring, Prime Main Floor Locations, Standard Setup.