

UNIVERSITY  
of GUELPH

UNIVERSITY CENTRE

FACILITY SERVICES

# UNIVERSITY CENTRE FACILITY SERVICES GUIDE

## 2024



University Centre, University of Guelph

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

January 1 - December 31, 2024

# OUR EVENT SPACES

**Our Meeting & Event Facilities are designed to offer flexible accommodation to meet your event 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.**

## Meeting Room 004 & 005

Capacity: 24 | \$28 Hourly or \$224 Daily

Board table seating with interior frosted glass walls next to the Peter Clark Hall Complex.

## Meeting Room 332 & 334

Capacity: 24 | \$31.5 Hourly or \$252 Daily

Bright meeting rooms with vibrant views of Branion Plaza, group seating, and high-definition screen. UC 332 is a *Microsoft Teams* enabled room.

## Executive Boardroom 429

Capacity: 18 | AGCO | \$31.5 Hourly or \$252 Daily

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

## Multipurpose Room 430

Capacity: 38 | AGCO | \$33.5 Hourly or \$268 Daily

Open concept meeting and event room featuring a high-definition screen with direct connect. An ideal location for small social events and presentations.

## Executive Boardroom 441

Capacity: 58 | AGCO | \$40.5 Hourly or \$324 Daily

Well appointed boardroom with floor mounted outlets, integrated sound system, and HD projector with wired and wireless connectivity.

## Meeting Room 444

Capacity: 10 | \$31.5 Hourly or \$252 Daily

Small *Microsoft Teams* enabled room with digital dual touch and broadcast screens and standard group seating for 6 - 10 people.

## Meditation & Quiet Reflection Room

Capacity: 22 | \$18 Hourly or \$144 Daily

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

## Peter Clark Hall

Capacity: 646 - 900 | AGCO | \$82.5 Hourly or \$660 Daily

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

## PCH North 001A & South 001B

Capacity: 100 | AGCO | \$33.5 Hourly or \$268 Daily

Recently renovated multipurpose rooms in the PCH Complex boasting an HD projector, integrated sound system, and multiple setup options.

## Multipurpose Room 442

Capacity: 109 | AGCO | \$58.5 Hourly or \$468 Daily

A bright and spacious room with a large format high-definition screen with direct connect features, integrated sound system, and storage area featuring large window views of Branion Plaza and Zavitz Hall.

## The Keg Lounge - Brass Taps Pub

Capacity: 24 | AGCO | \$32.5 Per Hour

Group dining room inside Brass Taps Pub featuring floor to ceiling views of Conservatory Gardens, large group tables, HD TV with satellite programming and fireplace.

## The 74 Lounge - Brass Taps Pub

Capacity: 32 | AGCO | \$32.5 Per Hour

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

## The "Boo Bar" Games Lounge

Capacity: 32 | AGCO | \$32.5 Per Hour

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

### What's included with Room Reservations?

Room reservations include standard setup of tables and chairs and use of integrated audio video equipment. Custom setup and support services including event planning support is available.

AGCO denoted liquor sales license space where alcohol service is permitted.

# RESERVATION SERVICES

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

## Standard Setup - All Rooms

Group Seating | Included in Room Rate

Standard setup of tables and chairs in group seating to suit the room design. *Excludes PCH Centre Section.*

## Lecture or Classroom Setup

Small Rooms \$65 | Large Rooms \$125 | PCH Centre \$185

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

## Custom Room Setup

Small Rooms \$75 | Large Rooms \$135 | PCH Centre \$195

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

## Microsoft Teams On-Site Support

Scheduled Service \$32.5 | On-Demand Service \$42.5

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

## Microphone Service

Integrated Rooms \$75 | With PA & Speaker \$95

Professional setup with up to three 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 \$90 | With PA & Speaker \$110

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

## Video Conferencing or Podcast Support

Video/Teams Conference \$110 | Podcast Support \$145

Support includes equipment, room setup and testing with facilitator prior to start of the event.

## On-Site Technical Support

Weekdays \$68.5 Per Hour | Weekends \$98.5 Per Hour

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

## Food & Beverage Table Setup

All Locations | \$25 Per Event

Up to three folding tables setup for food and beverage service in all rooms. Linen service available.

## Key Loan Service

Multiple Day or Sunday Reservations | No Cost

Available for multiple day or weekend reservations. *Replacement fee of \$98.5 for lost or non-returned keys.*

## Linen Service

\$6 Per Linen | \$10 With 5' Folding Table

Black, red, white, or golden yellow linen tableclothes.

## Room Cleaning & Recovery Service

Small Rooms \$65 | Large Rooms \$125 | PCH Centre \$185

Detailed room cleaning and reset of furnishings following an meeting, event, or activity. *Additional fees may apply.*

# FOOD & BEVERAGE

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

## Executive Water Service

Includes Professional Presentation | \$1.25/Person

Served with glassware arranged at each guest seat.

## Campus Bakery & Coffee Co.

Freshly Made Baked Goods & Premium Beverages

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

## Full Food & Beverage Event Service

Quality Products & Presentation to meet your needs.

Event packages and custom ordering available with setup and individual portion presentation. Explore our UC Food & Beverage Menu for details.

## Cocktail Socials & Bar Service

Available in all AGCO Licensed Rooms | \$110

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

## 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

Internal Groups Only - No Cost | Linen Tablecloth - \$6

Courtyard North or South Concourse space with up to two tables and four chairs.

### Large Promotional & Fundraising Space

Internal Groups Only - No Cost | Linen Tablecloth - \$6

Courtyard East, West, or Central Full Level space with up to eight tables and sixteen chairs.

### Small Vending Sales Space

Independent - \$200 | Affiliate - \$100 | Corporate - 450

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

### Central Courtyard Large Sales Space

Independent - \$400 | Affiliate - \$200 | Corporate - \$650

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

### Central Courtyard Full Space Rental

Internal - \$75 Flat Rate | \$80 Per Hour or \$640 Per Day

Full North, East, South and West Courtyard Space for promotional activities, sales, and events. Includes tables and chairs to support booking. Custom setup and audio video services available.

## 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 SERVICES

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. Refer to our UC Digital Media Services website at [www.uoguelph.ca/ucservices/digitalmedia](http://www.uoguelph.ca/ucservices/digitalmedia) for info.

### UC Content Design & Creation

Internal - \$40 Per Hour | External - \$79 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.

### UC Washroom Ads

From \$65 Per Frame Location | Special Rates Available

Printed advertising service available in University Centre washroom locations. Effective placement for optimal visibility. Service also available for the Athletic Centre through the UC Services Office.

### Podcast Filming & Event Recording

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

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

## OTHER SERVICES

### Student Locker Rental Service

\$50/Semester - Small or \$75/Semester - Large

Standard and large storage lockers with secure combination lock located in a convenient, centrally located area on Level 0.

### UC Courtyard Banner Space

Internal - \$10 Per Week | External - \$45 Per Week

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

# EQUIPMENT RENTALS

## Quick Folding Table (5 ft.)

\$5 Per Table | \$10 With Linen Tablecloth

## Large Round Banquet Tables (7 ft.)

\$10 Per Table | \$15 With Linen Tablecloth

## Round Bistro Cocktail Table

\$10 Per Table | \$15 With Spandex Linen Wrap

## Linen Tablecloth Service

\$6.5 Per Linen | Black, Golden Yellow, Red, or White

## Extension Cords / Power Supply

\$15 Per Unit | \$4 Each For Floor Safe Tape-Down Service

## Black Molded Chairs

\$2 Per Chair | Delivery for Bookings Outside the UC

## Presentation Podium

\$38.5 Per Day | Delivered & Setup in Room

## Portable Whiteboard

\$25.5 Per Day | Large Board with 3 Dry Erase Markers

## Display Easel & Paper

\$20 Per Day | Includes Delivery, Paper, and Markers

## Free-Standing Projection Screen

\$18 Per Day | Delivered & Setup in Room

## Customizable Spin & Win Wheel

\$25 Per Day | Customize with Chalk, Delivered & Setup

## Small Stage Service

\$85 Per Day | Durable, Custom Sizing up to 8' x 16'

## Medium Stage Service

\$135 Per Day | Durable, Custom Sizing up to 16' x 20'

## Large Stage Service

\$185 Per Day | Durable, Custom Sizing up to 20' x 36'

**Is the rental for a Student Group or Club?  
Let us know and get a 25% Discount!**

*All Primary Student Organizations and Accredited Student Clubs receive a 25% discount off all equipment rentals! Rentals must be ordered through the student organization.*

## HD Digital Projector

\$40 Per Day | \$55 Setup | Includes Cart & Remote

## Wireless Presentation Pointer/Remote

\$15 Per Day | \$25 Setup | Multi-Platform Connectivity

## Apple Display Adaptor

\$12 Per Day | \$19 Setup | For USB, HDMI, VGA Use

## Microsoft Wireless Display Adaptor

\$15 Per Day | \$28 Setup | Wireless Display - PC Only

## Laptop PC for Presentations

\$36 Per Day | \$44 Setup | For Presentation Purposes

## Portable HD TV (55")

\$48.5 Per Day | \$55 Setup | Standing Cart & Remote

## Portable Touchscreen Presentation TV

\$52.5 Per Day | \$59 Setup | 55" with Portable Stand

## iPod with Spotify Premium Music

\$30 Per Day | \$35 Setup | Full Music Library Available

## Basic PA Sound System

\$75 Per Day | Includes 1 Microphone, 2 Speakers & Setup

## Portable Microphone Service

\$95 Per Day | \$75 Integrated | Includes 2 Mics & Setup

## Microphone, Stand & XLR Cable

\$28.5 Each Per Day | For Integrated Rooms Only

## Tabletop Microphone & XLR Cable

\$28.5 Each Per Day | For Integrated Rooms Only

## Wireless or Lapel Microphone Service

\$32.5 Each Per Day | For Integrated Rooms Only

## Podcast Hosting Equipment

\$40 Per Day | \$75 With Support | Recording Equipment

## Conference Calling Equipment

\$85 Per Day | Includes Setup & Testing Prior to Event

## LED Multi-Phase Stage Lighting

\$165 Per Unit | Multi-Coloured & Multi-Setting Lights

## Professional Sound Technician

\$435 Per Event | Includes Setup & Sound Control (<6hrs.)

# RESERVATION POLICY & INFORMATION

## UNIVERSITY CENTRE SERVICES RESERVATION USAGE POLICY (2024)

### 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 user group booking the space. There are three defined user groups:

1. *Internal Groups:* All primary student organizations, departments, colleges, and other groups recognized as an accredited group/entity by the University of Guelph, Central Student Association, or Graduate Students' Association are recognized as internal groups. Room bookings are available at no-cost for internal groups.

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

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

To ensure fairness to all booking groups, **all room reservations will be booked on a first come, first serve basis.** UC Services reserves the right to relocate reservations at any time in the interest of maximizing the usage of facility space. Clients will be able to book rooms up to six (6) semesters in advance, or two (2) years, from the date of booking. All requests for block room bookings (regular re-occurring weekly bookings) will be subject to the review and approval of the University Centre prior to confirmation.

Express meeting room reservations may be booked up to three (3) hours in advance of the start of the reservation by contacting the Reservation Services Office at 519-824-4120 x58384 or visiting the office on Level 2, UC (Room 266, beside the CSA Office).

All multi-purpose rooms and Peter Clark Hall reservations require a minimum forty-eight (48) hours advanced booking. Exceptions can be made based on availability and type of usage required for the space.

The University Centre will work with groups to effectively manage reservations and booking of space based on the needs of each client.

For multi-day or large capacity events, a deposit of 50% of the applicable rates will be required ten (10) days prior to the start of the booking. The deposit fee is non-refundable and only applicable to Affiliated and External Group bookings.

### Standard Room Amenities

All University Centre meeting rooms and multi-purpose rooms come fully furnished with standard room setup and basic integrated audio visual usage. Additional services and custom room setup is available upon request, please refer to our Reservation & Event Services Guide for additional information.

### Integrated Audio Visual Support

Most of our meeting and multi-purpose rooms are equipped with integrated audio visual (A/V) systems for display and presentation purposes. Basic plug and play usage of the A/V system is included with the room booking. Advanced A/V support including the use of any special adaptors is available for \$68.50 per hour weekdays or \$98.50 per hour on weekends.

Clients using A/V systems are responsible for the care and condition of the system during the room booking. Any issues or concerns with the condition of the A/V system need to be forwarded to the attention of the Reservation Services Office immediately.

### Approved Room Usages

The objective of the University Centre to provide social, recreational, educational and cultural activities which are not normally offered through the regular academic curriculum or other University services. Respecting this objective, the University Centre will not regularly permit space to be utilized for routine academic purposes associated with credit programs (e.g. regularly scheduled undergraduate/graduate lectures, midterm and final examinations, registration). This policy is not to discourage academic departments from using University Centre facilities but rather to encourage the development of innovative, non-routine events and activities (e.g. special lectures, seminars, exhibitions). Special exemptions to this policy may be requested and reviewed for consideration.

# RESERVATION POLICY & INFORMATION

## **Cancellation & Non-Use Policy**

The University Centre aims to maximize the availability and usage of all spaces in order to accommodate as many requests for space as possible. To ensure rooms and space are used effectively, the University Centre requires notice of cancellation immediately in order to make the space available for another group.

For late cancellations and non-usage of space (failing to arrive and use the room during the booking), the following late cancellation periods apply to all groups:

1. *Meeting Rooms:* All standard meeting room bookings require a minimum of twelve (12) hour advance notice for cancellation. These rooms include 004, 005, 332, 334, 335, 429, and 444.
2. *Multi-Purpose Rooms & UC Courtyard Bookings:* Multi-purpose room bookings and all courtyard bookings require a minimum of forty-eight (48) hours advance notice of cancellation. Multi-purpose rooms include 001A, 001B, 430, 441, and 442.
3. *Peter Clark Hall:* All bookings for Peter Clark Hall (complete hall booking) require a minimum of five (5) calendar days advance cancellation notice.
4. *Courtyard & Concourse Spaces:* All activity bookings on the main level of the University Centre require a minimum of five (5) calendar days advance notice.
4. *Confirmed Services:* All arranged and confirmed services include A/V support, room setup, equipment rental, and food and beverage service require a minimum forty-eight (48) hour advance notice.

All late cancellations or non-usage of space will result in the user group being levied a fee equal to the regular daily rental cost and any arranged service costs associated with the booking. Late cancellation and non-usage fees are applicable to all defined user groups. Payment will be made by internal journal entry, debit/credit, cheque, or by established client account. Failure to provide payment will result in a loss of all booking privileges in the University Centre.

Cancellation fees may be waived under special circumstances, subject to the approval of University Centre management. User groups requesting a fee waiver must contact University Centre Services at [ucreserv@uoguelph.ca](mailto:ucreserv@uoguelph.ca) or 519-824-4120 x58384 within fourteen (14) days of the booking date.

## **Food & Beverage Services**

All food and beverage services including alcohol service in any location in the University Centre may be arranged through University Centre Services (*Brass Taps Pub, Campus Bakery Co. and UC Event Services*) or Hospitality Services. Prepared food items and alcohol beverages can only be provided by these service providers to ensure adherence to local and provincial food safety, health, and liquor regulations in addition to University Centre and University of Guelph policies.

Clients may arrange alternative food and beverage solutions (pre-packaged, non-perishable products) for their room booking provided they submit a Sales & Solicitation Request for approval to the UC Reservations Office at least five (5) days in advance.

## **Committed to Service**

The University Centre team is committed to serving your needs and providing the best quality service and clean, user-friendly spaces. Please contact us anytime with your inquiries or requests and we will strive to meet your needs.

## **Contact Us**

For all reservation and rental inquiries, please contact us at [ucservices@uoguelph.ca](mailto:ucservices@uoguelph.ca) or (519) 824-4120 x53300.

## **Facility Reservations & Services:**

To reserve a room and room services in the University Centre, contact the reservations team direct using our [Online Reservations Request Form](#) available at: <http://www.ucservices.uoguelph.ca/>

## **Food & Beverage Orders:**

For Campus Bakery Co. and UC Catering Service orders in all University Centre locations, contact Brooke Crease at [bcrease@uoguelph.ca](mailto:bcrease@uoguelph.ca) or (519) 824-4120 x53710.

To order from The Brass Taps Pub, please contact the Brass Taps Team directly at [brasstaps@uoguelph.ca](mailto:brasstaps@uoguelph.ca) or (519) 824-4120 x52928.

## **Courtyard & Programming Services:**

For all inquiries and requests contact Sam Baijal at [sbaijal@uoguelph.ca](mailto:sbaijal@uoguelph.ca) or (519) 824-4120 x52896.

## **Promotional Services:**

For all digital signage inquiries and requests contact [ucdesign@uoguelph.ca](mailto:ucdesign@uoguelph.ca). For UC Ad Service and other services contact us at [ucservices@uoguelph.ca](mailto:ucservices@uoguelph.ca) or (519) 824-4120 x53300.

# BOOKABLE FACILITIES & AMENITIES INFORMATION

## Room 001 - Peter Clark Hall Complex

Size: 5,097 sq.ft. | Maximum Capacity: 900 | Dining Capacity: 536 | Seated Capacity: 800 | AGCO Licensed Capacity: 646  
Dual Projectors, Integrated Sound, Bar Facilities, Coat Check, Round Tables (26), Chairs, Staging, Dividable Sections  
Rate: \$82.50/Hour External      \$660/Full Day External      \$41.25/Hour Affiliate      \$330/Day Affiliate

## Rooms 001A & 001B - Peter Clark Hall North & South Wings

Size: 1,294 sq.ft. | Maximum Capacity: 100 | Seated Capacity: 70 | AGCO Licensed Capacity: 70  
HD Projector, Integrated Sound, LED Lighting, Coat Check, Round Tables, Chairs, Carpet Floors, Multiple Exits  
Rate: \$33.50/Hour External      \$268/Full Day External      \$16.75/Hour Affiliate      \$134/Day Affiliate

## Room 004 & 005 - Small Level 0 Multipurpose Space

Size: 422 sq.ft. | Maximum Capacity: 24 | Seated Capacity: 16 | No AGCO License  
Interior Room, Projector Screen, Rectangular Tables, Chairs, Carpet Floors, Multiple Exits, Coat Check Available  
Rate: \$28/Hour External      \$224/Full Day External      \$14/Hour Affiliate      \$112/Day Affiliate

## Room 332 & 334 - Small Level 3 Meeting Space

Size: 402 sq.ft. | Maximum Capacity: 24 | Seated Capacity: 20 | No AGCO License  
North Exterior Windows, HD Screen w/Direct Connect, Rectangular Tables, Chairs, Carpet Floors, LED lighting  
Rate: \$31.50/Hour External      \$252/Full Day External      \$15.75/Hour Affiliate      \$126/Day Affiliate

## Room 429 - Small Level 4 Executive Boardroom Space

Size: 371 sq.ft. | Maximum Capacity: 20 | Seated Capacity: 16 | AGCO License Capacity: 16  
Interior Room, HD Screen w/Direct Connect, Boardroom Tables, Leather Chairs (12), Guest Chairs (4), Carpet Floor  
Rate: \$31.50/Hour External      \$252/Full Day External      \$15.75/Hour Affiliate      \$126/Day Affiliate

## Room 430 - Mid-Size Level 4 Multipurpose Space

Size: 608 sq.ft. | Maximum Capacity: 38 | Seated Capacity: 30 | AGCO License Capacity: 30  
Interior Room, HD Screen w/Direct Connect, Rectangular Tables (8), Chairs (38), Carpet Floors, LED lighting  
Rate: \$33.50/Hour External      \$268/Full Day External      \$16.75/Hour Affiliate      \$134/Day Affiliate

## Room 441 - Large Level 4 Executive Boardroom Space

Size: 825 sq.ft. | Maximum Capacity: 58 | Seated Capacity: 36 | AGCO License Capacity: 58  
North Exterior Windows, HD Wifi/Wired Projector, Boardroom Tables (10), Executive Chairs (24), Guest Chair (16)  
Rate: \$40.50/Hour External      \$324/Full Day External      \$20.25/Hour Affiliate      \$162/Day Affiliate

## Room 442 - Large Level 4 Multipurpose Space

Size: 1,590 sq.ft. | Maximum Capacity: 109 | Seated Capacity: 100 | AGCO License Capacity: 109  
Exterior Windows, HD Screen w/Direct Connect, Integrated Sound, Rectangular Tables (18), Chairs (100), Storage  
Rate: \$58.50/Hour External      \$468/Full Day External      \$29.25/Hour Affiliate      \$234/Day Affiliate

## Room 444 - Small Level 4 Executive Boardroom Space

Size: 216 sq.ft. | Maximum Capacity: 20 | Seated Capacity: 16 | AGCO License Capacity: 16  
Interior Room, HD Screen w/Direct Connect, Boardroom Tables, Leather Chairs (12), Guest Chairs (4), Carpet Floor  
Rate: \$31.50/Hour External      \$252/Full Day External      \$15.75/Hour Affiliate      \$126/Day Affiliate

## Room 533 - Level 5 Meditation & Quiet Reflection Space

Size: 676 sq.ft. | Maximum Capacity: 22 | Seated Capacity: N/A | No AGCO License  
Interior Room, Private Quiet Space, Guest Chairs (18), Carpet Floors, Small Item Storage  
Rate: \$18/Hour External      \$144/Full Day External      \$9/Hour Affiliate      \$72/Day Affiliate