



Contact Information

Organization Name:

Program Name (if applicable):

Contact Name:

Mailing Address:

City:

Province:

Postal Code:

Telephone:

Cell:

Fax:

Email Address:

Non-Profit Incorporation #:

Rental Requirements (please note our facility can only accommodate alcohol free events)

Space Requested:

- | | | |
|--|---|---|
| <input type="checkbox"/> First Nations Veterans Memorial Tipi (Atrium) | <input type="checkbox"/> Regina Executive Boardroom (Mezzanine) | <input type="checkbox"/> Saskatoon Campus Boardroom |
| <input type="checkbox"/> Regina Multi-Purpose Room | <input type="checkbox"/> Regina Campus Front Lawn (*PCC to approve) | <input type="checkbox"/> Northern Campus Boardroom |
| <input type="checkbox"/> Regina – 4 th Floor Boardroom | | <input type="checkbox"/> Other _____ |

Estimated Attendance:

Public Event: Private Event:

Date(s):

Start Time:

End Time:

Room Set-up: Boardroom U-Shape Theatre Classroom

Do you plan to use catering services?

<http://www.saskatchewan.ca/residents/environment-public-health-and-safety/food-safety>

- Yes
 No

If so, provide Company name:

Will Event have Sponsors: Yes Please specify: _____ No

Event Description

Please provide a description of your event and any other details that will assist us in processing your request:

Terms & Conditions

The terms and conditions listed below apply to the use of the facility in which your request for space use has been approved. In addition, the FNUniv Inc. has established policy that governs the use of FNUniv Inc. facilities. The Facility User is required to abide by applicable policies. In consideration of the terms and conditions set out below, the FNUniv Inc. and the Facility User agree as follows: **Please initial each item as you have read and understood.**

____ The FNUniv Inc. may cancel this request at any time with or without cause. In addition, the FNUniv Inc. may cancel this facility rental without notice if cause is due to circumstances beyond its control. In such cases, an effort will be made to notify Facility User within a reasonable time. If the event is cancelled the Facility User will have no claim or right to damages, or reimbursement on account of any loss, damage, or expense whatsoever.

____ The Facility User is responsible for the extra maintenance, damage, theft, or hard costs.

____ This Facility Usage is granted for the exclusive benefit of the Facility User and may not be transferred, assigned or sub-licensed to any other party.

____ The Facility User is responsible for the conduct and supervision of all persons using the facility on the dates and times set out.

____ The Facility User hereby agrees to save harmless and indemnify the FNUniv Inc. against any and all claims, liabilities, demands, damages, or rights or causes of action whatever, made or asserted by anyone arising out of or incidental to the application or to the use and occupancy of the premises.

____ **The Facility User shall take out, at their expense, and keep in force during the event, general liability insurance in the amount of \$2 million naming FNUniv Inc., as an additional insured. A copy of insurance coverage must be submitted to FNUniv at least 10 days prior to event date.**

____ The FNUniv Inc. is not responsible for the loss or theft of the Facility User's property, or the property of anyone attending on the invitation of the Facility User.

____ The Facility User is responsible for all damage to facilities, equipment, or furnishings, however caused, arising out of or during the use of the facilities set out in the Permit. Future requests will not be considered for any Facility User that has an outstanding account with the FNUniv Inc. in this regard.

____ The FNUniv Inc. reserves the right to evict any individuals who are seen as not acting in the best interests of the program or activity or who display inappropriate behaviour.

____ The Facility User is subject to any provisions set out in any additional licensing or lease agreements that are of the FNUniv Inc.

____ The Facility User understands the legislative requirements that relate to the activities and program being conducted and therefore is responsible for ensuring that these activities and the participants in them will comply with the requirements of any applicable federal or provincial legislation.

____ The Facility User is prohibited from charging any admission fee for the use of the facility, or open space unless authorized by the FNUniv Inc.

____ The Facility User is prohibited from selling any goods or services in the facility, or open space except as approved by the FNUniv Inc.

____ The Facility User is prohibited from having any alcoholic beverages in the facility, park, or open space.

____ Smoking in **not** permitted in the facility.

____ If the FNUniv Inc. determines the event requires security services, the Facility User shall pay all costs of such services as arranged by the FNUniv Inc. and included in the total cost of the facility.

____ The Facility User may not place any advertisement, notice, photo, or decoration in the facility without the prior written consent of the FNUniv Inc.

On behalf of the organization referred to above, I hereby make application for use of the facilities indicated above for the purposes, dates and times specified and hereby agree to comply with all "Terms and Conditions of Use" as listed on this application. Should the said organization be granted use of the facility as requested, it is further agreed and understood that said organization and all participants shall save harmless and indemnify the First Nations University of Canada and the Board of Governor's against any and all claims, liabilities, demands, damages or rights or causes of action whatever made or asserted by anyone arising out of or incidental to this application or to the use and occupancy of the permitted premises.

Applicant Signature

Print Name

Date

SERVICE PROVIDER ROOM AND EQUIPMENT RENTAL FEES

Please indicate the equipment required below for your event. Availability is dependent on demand. Please complete and include with your application. A quote will be provided for your approval.

ROOMS AND CAPACITY			
ROOM / SPACE	CAPACITY	PRICE PER DAY	PRICE Per day AFTER 5pm or Sat/Sun. + Maintenance Fee
First Nations Veterans Memorial Tipi (Atrium)	250 Seated 333 Standing	\$ 300.00	\$350.00
Multipurpose Room – RC	391 Seated 495 Standing	\$ 250.00	\$300.00
Boardroom – 4 th Floor – RC	22 - 35	\$ 125.00	\$ 150.00
Boardroom – Executive (Mezzanine Level) – RC	20 – 25	\$ 125.00	\$ 150.00
Boardroom – Qu’Appelle (4 th Floor) - RC	10	\$ 125.00	\$ 150.00
Boardroom – Saskatoon Campus	8 – 10	\$ 125.00	\$ 150.00
Boardroom – Northern Campus	8 – 10	\$ 125.00	\$ 150.00
Grounds – Front Lawn – Regina Campus	Varies	\$ 300.00	\$ 500.00
Other: (please list)			
ROOM RENTAL SUBTOTAL:			
EQUIPMENT: FNUiv has limited quantity. Organizations may need to secure additional items at their own cost.			
ITEM	QUANTITY	PRICE PER UNIT	
Banquet Table – 6’ Long (FNUiv - 13 max.)		\$ 10.00	
Round Table (Seats up to 6 people) (FNUiv - 6 max)		\$ 10.00	
Chair (FNUiv – 75 chairs max)		\$ 1.00	
Podium		\$ 25.00	
Easel		\$ 8.00	
Whiteboard		\$ 40.00	
Flipchart (with paper)		\$ 10.00	
Other: (please list)			
EQUIPMENT SUBTOTAL:			
MEDIA SERVICES EQUIPMENT:			
ITEM	QUANTITY	PRICE PER UNIT / DAY	
Sound System with One Mic (medium room up to 200 ppl)		\$100.00	
Teleconference Unit		\$ 50.00	
Video Conference Unit		\$ 50.00	
Data Projector and Projection Screen		\$100.00	
Projection Screen		\$ 30.00	
Laptop		\$ 40.00	
Other: (please list)			
MEDIA SERVICES SUBTOTAL:			
ESTIMATED TOTAL:			
DEPOSIT AMOUNT (25%)			

For Internal Use Only

Value In-kind Sponsorship

Amount: _____

Approved: _____

Direct billing

Amount: _____