



Carla Lavigne
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**University of New Brunswick, Saint John
 Student Event Contract**

Name of student: _____ student email: _____

Host SRC Group or Association: _____

Name of Event: _____

Date of Event: _____ # of people: _____

Type of Event: _____

Requested location: _____

Services Requested (please check):

Bar Services		Flags poles	
Stage		Podium	
Portable Screen			
Portable PA			
Tables*/Chairs			

**round tables are not available for student events*

Food at Student Events as per the University contract with food service provider.

Bar Services:

If Bar Services are requested, a Bar Services contract must be signed by the Host Group or Association and returned to Conference Services.

Set up at Student Events:

Rooms are “rented” to students “as is” unless a request is made on this document. This means that any requests for additional furniture/items must be noted on this contract or they will be considered last minute and will be subject to availability of University staff and inventory.

The Host SRC Group or Association is responsible for set up and clean up for their events. Tables and chairs must be returned to their original place at the end of the student event. Additional furniture/items must be stacked and ready for Facilities Management to pick up where it was dropped off. Room set ups that are not returned to their original position are subject to a charge by Facilities Management and will be billed to the Host Group or Association.

Requests for additional furniture/items will be granted at the discretion of Conference Services and Facilities Management. The University does not have the ability to meet all requests.

Cleaning after Student Events:

Students are responsible for cleaning up after their event. Any mess created during the course of the event is the responsibility of the Host SRC Group or Association. Any mess left behind is subject to a cleaning fee by Facilities Management and will be billed to the SRC Group or Association hosting the event.

Security for Student Events:

It is the responsibility of the Host SRC Group or Association to contact UNBSJ Security, Campus Police and Local Police (as required) at least 2 weeks in advance of the proposed event. Failure to contact and employ necessary event security may result in cancellation of the event.

All arrangements must be made 2 weeks prior to the event, other wise requests will be considered “last minute” and will be subject to availability of University staff and inventory.

I have read this document and agree to abide by the policies and procedures set out within it.

Name: _____ Title/Position: _____

Date: _____

Approval:

SRC VP Student Affairs: Ugie Ifesi _____ Date: _____