



Vice-President (Student Life) | Vice-présidence (Vie étudiante)

Tél: (514) 398-6800 | ssmu.ca

3600 rue McTavish, Suite 1200, Montréal, QC, H3A 0G3

Located on Haudenosaunee and Anishinaabe, traditional territories

L'AEUM est située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.

Find out in detail the rules and regulations for space use in the University Centre for the Winter 2023 semester along with some other friendly reminders!

University Centre Room Bookings - Winter 2023

This document intends to outline the booking rules and regulations for space use in the University Centre for the Winter 2023 semester.

Please note that all recurring bookings from the Fall Semester will end as of December 16, 2022. A new reservation is required for bookings beginning in January. Old booking contracts will be considered null and void.

Building Hours of Operation

The University Centre will be open for bookings:

- Monday & Tuesday from **8:30am-10pm**
- Wednesday-Friday **8:30am-11pm**
- Weekend bookings are **not** available.

Subsidized Room Bookings

- **Full Status Clubs:** (15) hours per week of free room bookings; and (8) hours per week of free tabling in SSMU buildings.
- **Interim Status Clubs:** (5) hours per week of free room bookings; and (2) hours of free tabling in SSMU buildings.
- **Services:** (15) hours per week of free room bookings; and (8) hours per week of free tabling in SSMU buildings.
- **ISGs:** (10) hours per week of free room bookings; and (8) hours per week of free tabling in SSMU buildings.
- **Affiliated Political Campaigns:** (8) hours per week of free room bookings; and (4) hours per week of free tabling in SSMU buildings.

After free hours are exceeded, rooms and tables can be booked at an hourly cost with a 50% discount.



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When can I book rooms for the new semester?

Booking requests will be **closed** over the holidays from **December 16th, 2022-January 4th, 2023 (inclusive)**, and **reopen** on **January 4th, 2023**. Any requests for single events occurring in the first two weeks of January should be requested **prior** to **December 9th, 2022** so that the [Internal Events Coordinator](#) may process them on time.

SSMU Groups will be given priority booking. VEMS will be open to book for Winter 2023 in two groups:

- **Services & ISGs:** November 28th-December 2nd, 2022
- **Clubs, Committees & Political Campaigns:** December 5th-9th, 2022

Important considerations:

- We have over 300+ groups to assist, with limited space availability. While we do our best to accommodate everyone, providing us with multiple dates/times/availability gives us the flexibility and mechanisms to better serve a multitude of groups.
- Please assign **one** Event Organizer in your group to submit requests to avoid miscommunication and confusion.
- Only **one recurring booking per group** will be considered in order to prevent the monopolization of space in our Building and to remain as fair as possible.
- Please be respectful in your communications to all SSMU Staff - our response time may vary due to an influx of requests during the semester. We thank you for your patience and understanding.

How to Book a Room in the University Centre

All bookings must be requested through [SSMU VEMS](#) (Virtual Events Management System), with the exception of the following:

- Recurring bookings, please submit this [form](#);
- Ballroom Bookings, please submit this [form](#);
- Gerts Bookings, please submit this [form](#)
 - The Student Life Operations Department does not oversee this form, please contact the [Gerts Assistant Manager](#) for assistance.

If your group requires a new VEMS account or credentials, please email the [Student Life Operations Director](#) directly. Please note that **only SSMU email addresses** may be used to log-in.



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Please be reminded that your event must be submitted in [VEMS](#) a **minimum (5) business days**¹ prior to the event date. Signatures and supporting documentation (if applicable) must be completed **minimum (2) business days** prior to the event date. Events submitted later than **(5) business days** will **not** be processed. Contracts and supporting documentation that are not returned within **(2) business days** of your event date will result in your **event being canceled**.

Timeline Examples:

Desired Event Date	Request Submitted (minimum)	Contract Returned & Signed (minimum)
January 4, 2022	December 12, 2022 - not December 30th	December 16, 2022
January 11, 2022	January 4, 2022	January 9, 2022
January 24, 2022	January 17th, 2022	January 20, 2022

- December 17-January 3rd are considered holidays (not business days).
- Event requests sent on Fridays or over the weekend for the following Monday will not be processed.

VEMS Issues and Troubleshooting Errors

Please contact the [Student Life Operations Director](#) directly to report any errors or if you have trouble booking a space through VEMS. They will be able to assist you and troubleshoot any issues that may arise. A screenshot of the error message is appreciated.

Bookable Space Capacities

Please see our room capacities in the table below, as well as what types of activities the space can accommodate:

Space	Capacity	Type	A/V
Tabling: Student Lounge (Main Floor)	2	Tabling, Merch, Registration, Food Sales/Distribution.	None
Tabling: Grey Corner (Main Floor)	4	Tabling, Merch,	None

¹ A business day is an official working day. Monday through Friday are considered business days, but holidays and weekends are not.



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		Registration, Food Sales/Distribution.	
B-29 - S1	35	Class, Training, Workshop, Small Presentation or Meeting.	None
Southside Cafeteria (201)	80	Conference, Speaker/Presentation, Workshop, Training, Class, or Wine & Cheese, etc.	None
Madeleine Parent (202)	60	Conference, Speaker/Presentation, Workshop, Training, Class, or Wine & Cheese, etc.	Screen/Projector & Audio
Lev Bukhman (203)	70	Conference, Speaker/Presentation, Workshop, Training, Class, or Wine & Cheese, etc.	Screen/Projector & Audio
Ballroom (301)	400 (seated)	Large Conference, Speaker/Presentation, Workshop, Training, Class, Assembly, Banquet, Party, etc.	Screen/Projector & Audio
Ballroom Adjacent (302)	50	Small Meeting, Workshop, Training Class or Food Sales/Distribution.	None
Club Lounge (401)	40	Meeting, Workshop, Training, Class or Small Social Gathering (Coffee House).	None
Room 403	12	Small Meeting, Workshop or Training.	Smart TV



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Room 420	20	Small Meeting, Workshop, Training or Rehearsal.	Smart TV
Room 433-A	12	Small Meeting, Workshop or Training.	Smart TV
Room 436	10	Small Meeting or Training.	None

Please be reminded that the University Centre **cannot** accommodate any sport type activities (dance, fitness, yoga, etc...) due to insurance limitations. For these types of events, please reach out to [McGill Athletics](#) or an external rental space that can provide insurance coverage.

No Shows, Cancellations and Modifications

As per the booking contract, please be reminded that a **no-show fee of \$25** will be billed to your group retrospectively if you do not use your reservation. Please inform the internalevents@ssmu.ca as soon as possible if you need to cancel or reschedule your booking so that we may offer space to other groups.

If the Client decides to cancel the Reservation, a written notice must be provided to the Events Department by sending an email to internalevents@ssmu.ca, prior to the start of the Reservation.

The following penalty schedule applies for Reservations that incur fees (eg. rentals, staffing, etc.):

Cancellation Received (Business Hours)	Fees
24 or more hours	No fees applied
0-23 hours	\$100 “no-show” fee

Modification requests must be submitted a minimum of (2) Business Days before the scheduled Reservation. Any late submission of final changes is subject to a last minute change fee of \$50.00 and is subject to the availability of the services, amenities and items in stock.



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Respecting Capacity & Proper Room Usage

Please be reminded that sanctions may apply if your group fails to abide by the regulations stipulated in the [University Centre Event Contract and Rental Agreement](#). Room booking privileges may be revoked for some of the following reasons, but not limited to:

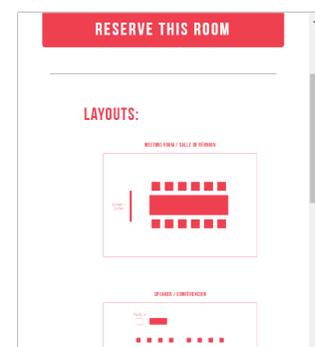
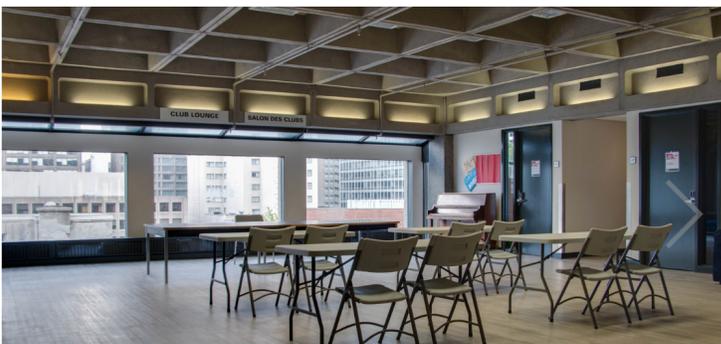
- Disruption to other groups;
- Being over capacity;
- Utilizing and/or moving equipment or furniture that was not included in your reservation;
- Occupying rooms without approval or a confirmed reservation;
- Switching rooms with other groups without notifying the Events Department;
- Staying beyond your Event Time:
 - **Event Time:** When the actual event commences and ends. After the event end time, guests should vacate the room;
 - **Reserved Time:** Time before or after your event meant for set-up and take-down. Please keep in mind that the Building Staff often need to begin a new set-up for a group occupying the space next.

Clarification on Set-up Types & Layout

When making a request via email or VEMS, please select one of the following to allow us to better assist you:

- Self Set-up: Items requested will be dropped off in and the space and the group will organize the layout themselves;
- Porter Set-up: The Building Staff will set-up the space based on the preferred layout requested:
 - Layouts can be found in the '[View Our Spaces](#)' section on our website in the right hand pane of the room you select.

HOME > ORGANIZING EVENTS > CLUB LOUNGE – UNIVERSITY CENTRE



- Unique Layout: Please submit a detailed description and attachment to the Internal Events Coordinator.



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Layout:

On VEMS, please clarify what layout you'd prefer if you opt for Porter Set-up in the following section:

Please describe how you would like the space set-up (eg. Meeting, open floor, etc.)

External Events - Winter 2023

Please declare all external/on campus Events occurring in the first two weeks of January, no later than December 9, 2022 for processing.

Clarification on Event Declaration Submissions - Applies to events outside the University Centre

When submitting an [Event Declaration](#), please be sure to submit your request **a minimum of (15) business days** in advance so we can ensure signatures and approvals are completed in a timely manner.

Please allow **(3) business days** for a response before sending a follow up. Approvals will be determined based on the complexity of the Event / Activity and may require more processing time if supporting documentation is required (eg. Guest Speaker approvals, Food Permits, etc.)

Clarification on Food Sales (MAPAQ Permit) - Applies to Internal & External Events

A MAPAQ certificate is required if the food is being made or handled by students and then served or sold. A MAPAQ certificate is mandatory under Quebec law in such a case and must be applied for by the student group, a process which can take many weeks, as such, please plan your event accordingly. A MAPAQ certificate is NOT required, if the food being served or sold has been pre-prepared by a vendor with a MAPAQ certificate or food license, i.e. a restaurant, caterer, grocer, Krispy Kreme etc., as long as the food remains sealed in the containers/wrapping and is not manipulated after purchasing.

All food sales and self-catered events / activities must be submitted in the [Sale & Service of Food Declaration Form](#). Here you can attach the [MAPAQ permit](#) (if your group has already obtained one) as proof or the [External Events Coordinator](#) will flag your event if you do not yet have a permit, and guide the process. We will ensure that Health & Safety standards are met and communicated to your group.



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Contacts

Name	Title	Assistance
Bailey Hughes	Student Life Operations Director	<ul style="list-style-type: none">● Complaints regarding Events;● VEMS errors/credentials;● Urgent inquiries regarding Events (internal and external);● Independent Contractor Agreements;● Bar Service at Events in the University Centre.
Zachary Jardin	Internal Events Coordinator	<ul style="list-style-type: none">● Room Bookings in the University Centre;● Equipment Bookings;● Student Group Sponsorship.
Theo Metcalf	External Events Coordinator	<ul style="list-style-type: none">● Event Declarations;● Guest Speaker Declarations;● Food Permits (MAPAQ);● Additional Insurance.
Wallace Sealy 514-776-5989	Building Director	<ul style="list-style-type: none">● Complaints;● Deliveries;● Maintenance and Repair;● Fire Safety;● Insurance inquiries;● Security;● Troubleshooting A/V.
Johan or Dylan or 514-617-0081 (day)/ 514-617-0082 (night)	Building Concierge (Porters)	<ul style="list-style-type: none">● Room access;● Troubleshooting A/V;● Emergencies/Assistance for evening events.

Quick Links

- [SSMU VEMS - Room Booking Requests](#)
- [University Centre - Rental Contract 2022-2023](#)
- [Recurring Activity or Event Request Form](#)
- [Ballroom Booking Request](#)



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- [Gerts Booking Request](#) *(processed by Gerts)*
- [Food Equipment Rental Request](#)
- [Food Sale & Service of Food Declaration Form](#)
 - [MAPAQ Permit application - Non-profit and special events](#) *(processed by the Quebec Government)*
- [Independent Contractor Agreement Request Form](#)
- [Sponsorship Declaration Form](#)
- [Guest Speaker Declaration Form](#)
- [Outdoor Equipment Rental Request](#)