

Newman Centre McGill University
3484 Peel Street, Montreal, Qc. H3A 1W8

Newman Centre Rules and Regulations

The following are the rules and regulations relating to the use of the Newman Centre facility. Please read them carefully. The application form for the use of the Centre is featured on page 2 of this document. Please fill out the form and return it to the Newman Centre via fax at (514) 398-2546 or mail it to us at 3484 Peel Street, Montreal, Quebec. H3A 1W8

1. The Newman Centre is available for events such as talks, conferences, group meetings, guest lectures, discussion groups, social events and receptions. **Under no circumstances will the Newman Centre premises be used for parties or beer bashes.** Events must be approved by the Newman Centre administration. Permission for use of the Centre is at the discretion of the administration.
2. Social events that require use of the kitchen facilities are subject to a small fee of \$25.00 to cover expenses such as electricity and gas.
3. All events **must** end before 10:00 pm.
4. A member of your group must act as a porter/supervisor. This is to ensure that the Newman Centre rules are adhered to. Your group must provide the name and telephone number of the person assigned for this task to the Newman Centre administration.

The responsibilities of the porter/building supervisor are:

- To ensure that the outlined rules and regulations of the Centre are respected and to report any mishaps or damages to the Newman Centre administration.

Any materials or possessions of the Newman Centre that incur damage or breakage during usage shall be replaced at the expense of the group using the Centre. This is in addition of the nominal fee (if applicable) for the use of Newman Centre materials.

I certify that I have read the enclosed thoroughly and will abide by the enclosed rules and regulations as outlined by the Newman Centre McGill University.

Signed _____

Application for Use of the Newman Centre

Section 1 - Reservation Requirements

Please print in capital letters and complete the application in full. Return the enclosed information to us by fax at 398-2546 or it may be mailed to us at Newman Centre McGill University, 3484 Peel St, Montreal, Qc. H3A 1W8

Date and Time requested: _____

Section of Building: _____

Group Applying: _____ Are you a McGill based organization? Y/N

Contact Person: _____ Phone Number: () _____

No. of people expected: _____ Do you plan to serve food? Y/N

Purpose of meeting: _____

Will people be coming by car?

(If "yes" please note that we cannot allow parking on our property. Paying lots are available nearby.)

Section 2 - Guidelines and Conditions for Building Users

1. Your group is responsible for leaving the building clean.
2. Your group is responsible for any destruction or damage of property and/or its contents.
3. Your group has access only to those areas you have reserved.
4. There will be **no smoking in the building**.
5. Events requiring food and beverage distribution, must be held in the basement/conference area of the building.
6. **Any event must end by 10:00 pm**
7. Since there are residents residing in the building, your group must abide by the space and time limitations agreed upon.
8. If liquor is served, McGill University regulations apply (see attached documentation or visit www.mcgill.ca/ancillary/alcohol/student/ for pertinent information regarding alcohol use on campus. The Director of the Newman Centre will then authorize and approve this application **ONLY AFTER THE REQUIRED UNIVERSITY REGULATIONS HAVE BEEN MET**.
9. Washrooms are located in the basement area are for general use.
10. A copy of the rules and regulations pertaining to the use of the kitchen/conference area will be distributed to the user. They must be respected.
11. Fees for the use of the office space are to be negotiated with the Newman Centre staff.

Use of the Newman Centre is a staff decision: individual staff members or residents do not give permission for use. Staff will consider requests and you will be contacted once a decision has been made. Please note that the Newman Centre reserves the right to terminate the use of the Centre by a group and/or organization that does not respect and/or adhere to the rules and regulations outlined above.

Signature: _____

THIS SECTION FOR OFFICE USE ONLY

Confirmed Date: _____

Applicant Notified? YES/NO

Confirmed Time: _____

Date of Notification: _____