



MUNSU Space Booking Agreement

By booking a space through MUN Students' Union (MUNSU), you (the "Lessee") agree to adhere to the following policies and guidelines:

Land Acknowledgment

*MUN Students' Union (MUNSU) acknowledges that we are located on the traditional and ancestral lands of the **Beothuk, Mi'kmaq, Innu and Innu peoples**, and we express our respect for their enduring presence and the vital contributions they have made and continue to make to this land. We recognize the importance of fostering relationships with Indigenous communities and working toward reconciliation and healing. We encourage all members of the Memorial University community to learn about the history, cultures, and contributions of Indigenous peoples, and to approach each event with respect for their land and history.*

1. Agreement to Terms

By completing this booking, you agree to the following terms and conditions:

- **Booking Request:** I understand that space requests must be submitted through the MUNSU booking system, and I must receive confirmation from MUNSU before using the space.
- **Time Frame for Booking:** I acknowledge that space bookings cannot be made more than 30 days in advance of the event date.
- **Event Time Restrictions:** I agree that my event must take place during the hours of **8:30 AM and 10:00 PM** and must conclude by 10:00 PM.
- **Use of Space:** I understand that the space must be used solely for the purpose I have outlined in the booking form.
- **Booking Confirmation:** I acknowledge that I will receive a confirmation email once my space booking has been approved.
- **Late Arrival/Overstaying:** I understand that if I arrive later than the booked start time or overstaying the allocated end time, I may be asked to vacate the space, and penalties could apply.
- **Return of Space:** I agree to return the space to its original condition after use, and I understand that I am responsible for cleaning and removing any materials brought into the space. Failure to do so may result in cleaning fees and restrictions on future bookings.

3. Cancellation Policy

- **Notice of Cancellation:** I understand that if I need to cancel my booking, I must notify MUNSU at least **24 hours before the scheduled event**.
- **Failure to Cancel:** I acknowledge that if no cancellation notice is received and I do not show up for the booking, my reservation will be marked as a "no-show," which could affect future bookings.
- **Rescheduling:** I agree that if I need to reschedule my event, I must contact MUNSU to discuss the availability of a new date.
- **Closures:** I understand that in the case of an unexpected office closure (Snow Days, University Closures ... etc.), all bookings are cancelled and are to be rescheduled when the office is reopened again.

4. Food Declaration

- **Food at the Event:** I declare whether or not food will be provided at my event at the time of booking. If I have indicated that no food will be served and it is later discovered that food is present during the event, MUNSU reserves the right to cancel the event immediately and may take action to prevent future booking privileges.
- **Responsibility for Food:** If food is to be served, I understand that I am responsible for adhering to MUNSU's guidelines regarding food handling and cleanup.

5. Damage or Loss

- **Lessee's Responsibility:** I agree that I am responsible for any damage caused to the space or its contents during the booking period. If damage occurs, I understand that I will be liable for repair or replacement costs.
 - **Inspection:** I agree to cooperate with MUNSU in the inspection of the space after the event.
 - **Failure to Return Space in Proper Condition:** I understand that if the space is not returned in good condition, I may incur additional fees for cleaning and/or repairs.
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6. Equipment Use

- **Available Equipment:** I understand that some spaces are equipped with basic audio-visual equipment, tables, and chairs. Any additional equipment must be requested in advance through the booking system.
 - **Responsibility for Equipment:** I agree to take responsibility for any rented or borrowed equipment during my booking period. Equipment must be returned in the same condition as it was provided.
 - **Use of Equipment:** I will not misuse any equipment or furniture and will operate all items according to MUNSU's guidelines.
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7. Conduct

- **Event Behavior:** I agree to ensure that all attendees behave respectfully toward the MUNSU environment and that disruptive or inappropriate behavior may result in the cancellation of my event and the loss of future booking privileges.
 - **Prohibited Activities:** I understand that MUNSU prohibits any illegal activities or behavior deemed inappropriate by MUNSU staff, including alcohol consumption, smoking, and drug use.
 - **Security:** I acknowledge that depending on the size and nature of my event, I may be required to hire security personnel. MUNSU reserves the right to require additional security measures if deemed necessary.
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Acknowledgment of Policies

By completing my booking, I confirm that I have read, understood, and agreed to all the terms and conditions outlined in this Space Booking Policy Agreement. I understand that failure to comply with any of the policies may result in penalties, including possible loss of future booking privilege.