



# First Nations University of Canada Facility Usage Application

## 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"/> Veterans Memorial Tipi (Atrium)	<input type="checkbox"/> Multi-Purpose Room	<input type="checkbox"/> Regina Presidential Boardroom
<input type="checkbox"/> Regina Executive Boardroom	<input type="checkbox"/> Saskatoon	<input type="checkbox"/> Prince Albert Boardroom

Number of People in Attendance: \_\_\_\_\_

Date(s): \_\_\_\_\_

Start Time:	End Time:
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Room Set-up:       Boardroom       U-Shape       Theatre       Classroom

Audio Visual /Equipment Requirements:

<input type="checkbox"/> Projector	<input type="checkbox"/> Flip Chart ( <i>Supply own paper</i> )	<input type="checkbox"/> Whiteboard
<input type="checkbox"/> Teleconference Unit	<input type="checkbox"/> Videoconference Unit	<input type="checkbox"/> Microphone / Speakers
<input type="checkbox"/> Additional Seating (we can accommodate a maximum of 75 chairs; any additional seating will be charged back to booking group)		

Other: \_\_\_\_\_

## Event Description

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## FNUniv Terms and 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:

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 will purchase insurance to protect against any risks that are associated with the Facility User's activity at the FNUniv Inc.'s request. The Facility User should see an insurance broker to discuss these insurance needs. In the event of damage being caused to any FNUniv Inc. property or assets, the FNUniv Inc. may seek to recover those damages from the Facility User. The FNUniv Inc. is not responsible for any losses that the Facility User causes. The FNUniv Inc. does not accept any responsibility whatsoever for any losses, property damage or injury that may result from the Facility User's activity.

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.

No smoking shall be 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, picture or decoration in the facility without the prior written consent of the FNUniv Inc.

## CATERING

All events must comply with the Regina Qu'Appelle Health Region standards:  
[https://www.rqhealth.ca/programs/comm\\_hlth\\_services/pubhealth/enviro\\_safe\\_food.shtml](https://www.rqhealth.ca/programs/comm_hlth_services/pubhealth/enviro_safe_food.shtml)

### For Internal Use Only

In-kind sponsorship  
Amount: \_\_\_\_\_

Direct billing  
Amount: \_\_\_\_\_

Approved: \_\_\_\_\_

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**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**