

## UFV ATHLETICS & CAMPUS REC FACILITY RENTAL FAQS

Thank you for considering the University of the Fraser Valley, Building E, for your rental venue. We will be able to assist you in finding the appropriate space for your event needs; as well as help develop a layout/setup plan and coordinate any other needs you may have for your event.

### **What is the size of the gym?**

#### *Student Activity Centre - North Gym (E105)*

Square feet: 8,706	Two volleyball courts
Ceiling height: 25.9'	Two basketball courts
Max capacity: 950	Four badminton courts
Seating in Bleachers: 300	Note: basketball and volleyball is very tight

#### *Envision Financial Athletic Centre - South Gym (E176)*

Square feet: 14,820	Two volleyball courts
Ceiling height: 29.5'	Two basketball courts
Max capacity: 1730	Divider curtain between courts
Seating in Bleachers: 1100	Sound System (incl. wireless microphone)

### **When can I book the facility?**

Due to our varsity season (September-March) there are limited times for external booking; however, if the gym is free we are able to rent to users groups.

### **What are the rental fees?**

Please see our rental fee schedule on Page 4.

#### Facility Supervision:

Supervision of your booking by UFV staff ("Staff") will be required. Fees will be applied if your event is booked outside of our [facility hours](#). Supervision on statutory holidays will be charges at time and a half.

#### Janitorial:

When Janitorial is regularly on duty, janitorial charges related to the use of the facility shall be levied unless additional help is required due to event size or extra clean-up. Janitorial charges will be charged on an hourly bases with a minimum of four hour call out.

### **Event Start Time and End Time:**

The Renter shall respect and abide by the Event Start Time and Event End Time. For greater certainty:

- **EVENT START TIME:** The start time is the time you will gain access to Building E, which must include any required allotment of set-up. Staff will need a minimum of 2 hours before the event start time for setup (which includes but is not limited to set up of protective matting, tables and chairs, and bleachers).
- **EVENT END TIME:** The event end time is when all participants have exited Building E and Staff can start cleaning up the facility.

### **Event Setup and Clean-up:**

- All setup will be scheduled during the rental agreement hours. Any set-up and/or take-down of equipment required by the Renter, such as gymnasium equipment, protective mats, chairs, tables or other University property, will be performed by Staff at the Renter's cost.

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- The Renter shall maintain Building E and/or the equipment in good working order throughout the rental period. This includes the emptying of trash containers and other trash incurring during event. Any clean-up not completed by the Renter will be completed by Staff and charged to the Renter.
- Decorations and banners: must be approved by Operations Coordinator no later than 7 days before event start date. Examples of prohibited materials include adhesive tape, nails, screws, staples and helium balloons.

### **Concession:**

No food or drink shall be permitted in Building E without the prior written consent of UFV. In the event, consent is given by UFV, then the Operations Coordinator shall receive the Renter's Foodsafe certificate and shall have the right to approve all concession-related items at least 7 days in advance of the event. Additional trash containers for the purpose of the concession will be supplied by UFV. The Renter will be responsible for emptying concession trash containers and general clean-up of the concession area.

### **First Aid Services?**

A Renter must provide their own medical assistance during the Event, with a minimum of Standard First Aid and CPR with AED training, who will be the "Charge Person" in a medical emergency minor or major. All first aid equipment is the sole responsibility of the Renter (i.e. first aid kit). We recommend bringing a cooler to store ice if participants are needing it routinely. If Renter does not have such personal affiliated with their group, Student Trainers can be hired through the Department Athletics and Campus Recreation.

### **Is parking include in the price of my event booking?**

Parking is NOT included in the rental of the facilities. Daily fees apply to all parking lots at UFV. Lot 10 is the closest parking lot to Building E. Vehicles are designated to parking stalls only. If a Renter requires special parking for non-conventional vehicles (i.e. school buses, blood donor vans, etc.) written request for special parking needs must be submitted at least 7 days prior to the event start date. For more information regarding parking you can visit the website <http://www.ufv.ca/parking/daily--visitor-parking/>

### **Rental Insurance**

General liability insurance is required with a limit of not less than Two Million Dollars (\$2,000,000.00) inclusive per occurrence for bodily injury and property damage including loss of use thereof. Such insurance shall extend to cover the Renter, its officers, employees, servants, agents, contractors, and volunteers and shall include the University, its officers, employees, servants, agents and contractors as additional insureds with respect to liability arising out of the use or occupation by the Renter of the property belonging to the University. The Renter shall provide the University with evidence of all required insurance prior to the effective date of the Agreement. Such evidence of insurance shall be in the form of a certificate of insurance. When requested by the University, the Renter shall provide certified copies of required insurance policies.

### **Service Providers**

The Renter must provide the name of any external agencies or service providers who have been contracted by the Renter to provide materials for their event. We require that the Renter ask the service provider to include UFV as an Additional Insured under their Liability Insurance with a limit of not less than Two Million Dollars (\$2,000,000.00) inclusive per occurrence for bodily injury and property damage including loss of use thereof. The Renter shall submit evidence of required insurance prior to the event.

### **How far in advance do I need to make a booking?**

You should make reservations at least two weeks in advance. Depending on your event size more time may be required to allow for adequate time to schedule staff.

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### **When do I need to pay for my rental?**

At the discretion of UFV, a deposit may be requested to secure your rental. The value of the deposit will be 25% of the quoted value of the rental and must be received a minimum of 30 days before the start date of the event. In the event the booking is made with less than 30 days in advance, the deposit will be due when the rental contract is signed. Deposits will be applied to the total amount of the final invoice. In most instances final payment for the rental will need to be paid in-full at least 24 hours prior to the start date of the event. Any groups that have made payment in-full prior to the day of their event will receive an additional invoice for outstanding fees than may have occurred.

### **Inclement Weather:**

In the event inclement weather occurs during your booking the university will close due to the following reasons:

- Buildings become unsafe (e.g. extended power outages, water damage, roof stress, etc.)
- It becomes impossible to maintain safe parking lots, sidewalks, or roads on campus
- Road advisories or closures on the main highways between our three major campuses.

If weather conditions become severe enough to warrant a closure, a notice will be posted on the UFV home page [www.ufv.ca](http://www.ufv.ca).

### **Emergency Procedures Guide:**

All Renters will read and abide by UFV's Emergency Procedure Guide, which can be found at: <https://www.ufv.ca/media/assets/emergency-management/UFV-Emergency-Procedures-Guide.pdf>

This Guide provides helpful information of what to do in an emergency and what numbers to call.

If you need to call an ambulance, the address of Building E is as follows:

Building E – Envision Financial Athletic Centre Address:  
1395 McKenzie Road Abbotsford, BC  
(Entrance off McKenzie Road)  
(Yellow Bldg E, Lot #10)

Remember to provide details when you phone:

1. The nature and exact location of the emergency;
2. The name of the building and the address;
3. The nearest entrance and room number;
4. Your phone number and name

In the event an ambulance has been called, the Renter must inform Building E front desk staff.

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### ENVISION FINANCIAL ATHLETIC CENTRE

#### RENTAL RATES 2018

##### South Gym (Varsity Gym)

###### Full Gym - (2 courts)

	Rates Per Day*	Rates Per Hour
Business	\$900	\$98
NFP	\$600	\$80

###### Half Gym - (1 court)

Business	\$600	\$80
NFP	\$450	\$66

##### North Gym (Student Activity Centre)

	Rates Per Day*	Rates Per Hour
Business	\$850	\$85
NFP	\$550	\$75

##### The Cave (E182) – High Performance Training Centre

Rate Per Day*	Rates Per Hour
\$300	\$35

*\*Rates Per Day is 8+ hours*

*All rental rates are subject to GST*

##### Rates Per Day\*

Upper Mezzanine and Foyer	\$200
Control room/Concession	\$175
Referees Room	\$150
Change Rooms/Team Rooms	\$150
First Aid Room (ice & taping tables)	\$175
Athletic Activity Room (E120) (Available until June 2018)	\$175

##### Rates Per Hour

Supervision afterhours	\$15
Stat. Holiday supervision	\$20
Janitorial (min. 4 hours)	\$25
Janitorial on a Stat. (min. 4 hours)	\$50

##### One Time Fees

Bleachers	\$175
Protective Matting (Main Court)	\$300
Protective Matting (Full Gym)	\$600
Tournament Set-up (with chairs/tables) – South Gym	\$200
Tournament Set-up (with chairs/tables) – North Gym	\$180