FACILITIES AVAILABLE for reservation at Ottawa University include:

- Administration Building
  - Peters Auditorium
- Chapel
  - Meditation Chapel
  - Sanctuary
  - Stage Extension/Set up
- Classrooms (except during regular class times)
- Commons
- Mowbray Union
  - Beige
  - Cafeteria
  - Conference Room C
  - Gold
  - Haigh
  - Union Lobby Tables

GENERAL INFORMATION

- Any person or organized group may submit an application to reserve Ottawa University facilities. Facilities may be reserved for ongoing or for one-time events. *The facilities are not available to rent on Ottawa University recognized holidays.*
- A completed application must be submitted at the following website: [https://myottawa.ottawa.edu/ics/Resources/Facility_Schedules](https://myottawa.ottawa.edu/ics/Resources/Facility_Schedules) at least 1 week prior to the requested date.
- All applications are subject to review and approval by the Facilities Reservation Coordinator. Use agreements are not transferable. A new application must be submitted with all appropriate fees, for each new date requested, or set of ongoing dates. The deposit is due on confirmation of the application.

RENTAL CONFIRMATION

- An e-mail will be sent confirming the availability for the event, along with any other forms that are required. On receipt of the deposit the reservation will be confirmed with an e-mail and the event placed on the facility reservation calendar. An invoice will follow and payment in full with all required documents is due no later than the date of the event.
- The $50 deposit includes all patrons (faculty, staff, employees, students) hosting non-college related or non-academic functions.
SPECIAL RESTRICTIONS

- Smoking is not allowed inside ANY of the facilities.
- Control of lights, thermostats and other facility equipment, as well as locking and unlocking of doors, are responsibilities of the Ottawa University Maintenance staff.
- Open Flames and candles of any kind are not allowed.
- Existing wall decorations may NOT be removed. No pushpins, sticky tack, tacks, nails, screws, are to be used on the ceiling or walls. Decorations cannot be attached to any interior walls, windows, doors or surfaces except with floral tape or masking tape.
- DO NOT alter the room or building in any way. Leave things as they are when you arrive. See clean-up policy below for more information.
- Do not drag tables or chairs over the floor. Do not sit or stand on tables.
- NO pets allowed, except those aiding the disabled.
- NO confetti, rice, birdseed, glitter or similar items may be thrown or used inside of the building. No sand will be used inside the building.

RENTAL CHANGES/CLEAN-UP POLICY

- Set-up changes made less than 48 hours prior to event may incur additional fees.
- If the facility is not left in the original condition, additional fees for clean-up and/or damaged equipment will be charged to the individual listed on the rental agreement.
- Trash removal is renter’s responsibility.

EQUIPMENT

- Tables or other equipment are not to be removed from the building.
- Equipment, supplies or other products belonging to private groups may not be stored in the facility prior to, or after the applicant’s function.

CANCELLATIONS

- Cancellations must be made 48 hours prior to the event to receive a refund (less the non-refundable deposit).

Ottawa University reserves the right to cancel or change facility use agreements when deemed necessary. Failure to comply with Facility Use Policies and Procedures will be grounds for canceling the facility use agreement and denying future applications.

June 1, 2011