

## Graduate Students Association Rental Contract

Please ensure the following contract is signed by the event contact person on or before the day of the event.

Please read the following GSA guidelines and regulations for holding your event at the Graduate Commons.

1. Please note that the GSA requires a damage deposit of \$100.00 to be paid by cash or cheque on the day of your event. Damage deposit will be returned upon completion of satisfactory cleaning checklist.
2. Please ensure that the Graduate commons is left in the same physical state that it was in upon arrival.
3. Please ensure that all equipment and property of the Graduate Commons is handled with care.
4. The GSA staff members are happy to support and assist you with your needs. Please feel free to ask questions and seek guidance from our staff, however the GSA staff are not event staff and should not be included in cleanup or setup of your event.
5. Please be sure to book your event times to include set up and clean up. This will ensure additional time is not added to your booking invoice if applicable as well as staff scheduling. We recommend at least thirty minutes for set up as well as cleanup.
6. There is a \$75/hour charge applied to all bookings. Invoices will be issued at month end via email or regular mail. All regulations must be adhered to in order to avoid additional charges.

Damage Deposit \_\_\_\_\_ Cheque # \_\_\_\_\_ Cash \_\_\_\_\_

Cleaning Checklist provided \_\_\_\_\_

Liquor Licence provided \_\_\_\_\_

Event Contact name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Signature of Graduate Commons Staff \_\_\_\_\_

Date \_\_\_\_\_