



**CANADIAN MENNONITE UNIVERSITY**

500 Shaftesbury Blvd, Winnipeg MB R3P 2N2

**FIELD RENTAL FORM  
(600 Shaftesbury Blvd.)**

Group Name: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone H/W: \_\_\_\_\_

Address: \_\_\_\_\_ Phone C: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Brief Description/Nature of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date/Time** (remember to include set-up and clean up in your rental time):

Date	Time

Date	Time

Equipment Needed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CMU Hosting Department**

Tel.: 204.594.0533 - Fax: 204.837.9043 - rental@cmu.ca



In recognition of individuals who struggle with asthma, allergies and environmental/chemical sensitivities, please refrain from wearing fragrances and scented products on campus. **CMU is striving to be a scent-free environment.**



## CANADIAN MENNONITE UNIVERSITY

### I. GENERAL RULES & REGULATIONS:

1. *The consumption and/or sale of Alcoholic Beverages and/or drugs of any kind*, is not permitted on CMU property at any time.
2. Groups are not permitted to sell products available at CMU.
3. CMU is striving to be a smoke free campus. This information must be made known to all individuals using CMU facilities. If necessary arrangements can be made for a designated smoking area.
4. CMU is striving to be a scent-free environment. In recognition of individuals who struggle with asthma, allergies and environmental/chemical sensitivities, please refrain from wearing fragrances and scented products on campus.

### II. ADVERTISING:

5. The Renter shall advertise\* only in such mediums that are approved by CMU and that no billing, distributing or advertising of any kind whatsoever shall be done by the renter without the written consent of CMU.

\*Note: Please advertise your event as "**being held at CMU**".

### III. LIABILITY AND INDEMNITY:

6. CMU has liability insurance to cover incidents where CMU is held responsible.
7. The renter, both during and after the term of this agreement, shall be responsible for appropriate liability insurance, covering:
  - a. Any and all damage to property,
  - b. Injury to persons, including death,
  - c. Judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind (including, but not limited to proceedings of a criminal, administrative or quasi criminal nature) and expenses (including, but not limited to, legal fees on a substantial indemnity basis), which the indemnified person or persons may suffer or incur, howsoever caused.

### IV. SUPERVISION:

8. The Applicant will be responsible to supervise and control all persons in attendance at their function.

### V. ON DUTY STAFF:

9. A Campus Host will be available during your rental to answer any questions.

### VI. DAMAGES:

10. The renter is responsible for leaving the property in the general condition of cleanliness and repair in which it was found. All refuse shall be placed in garbage bags (provided) in designated areas. Where additional cleaning of the property is deemed necessary by CMU, a clean-up charge will apply.
11. Any and all damages caused by the renter will be assessed by CMU and charged accordingly to the renter on the final invoice.

### VII. SIGNAGE:

12. Indoor signage may be provided upon the request of the renter. Outdoor signage is the responsibility of each renter and must be approved by CMU.

### VIII. TERMINATION:

13. CMU reserves the right to terminate this Agreement at any time (upon 24 hrs of written or verbal notification to the Applicant) with just cause or if there is misrepresentation by the Applicant, in which case monies may be refunded or forfeited at the discretion of CMU.
14. CMU reserves the right to terminate any contract if the perceived activities are deemed inappropriate by CMU. Therein, CMU also has the right to remove any person or persons it deems objectionable from the premises, in which case CMU will not be liable for any losses or damages.



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**IX. PAYMENT:**

- 15. For *single event bookings*, credit card information is mandatory and will be processed after the event has taken place. Any damages or out of the ordinary cleaning will be assessed, and charged by CMU on the credit card with the invoice.
- 16. For *multiple event bookings* credit card information is not mandatory but another form of payment (cash or cheque) must be indicated and the renter will be invoiced monthly unless alternative arrangements have been made.
- 17. The booking deposit (if required) will be deducted from the final invoice, which will be sent to you after the event has taken place. The balance must be paid within four (4) weeks from the date of the invoice.
- 18. Cheques should be made payable to Canadian Mennonite University.
- 19. We accept MasterCard and Visa only.

**X. CANCELLATIONS:**

- 20. If an event is cancelled two (2) weeks prior the event date, no penalty will be assessed. Cancellations that occur within the two (2) week period before the event date will be charged 50% of the booking. Failure to notify CMU about a cancellation will result in a 100% charge of the booking.

\* \* \* \* \*

**PAYMENT INFORMATION**

Cash      Cheque      Credit Card

Name on card \_\_\_\_\_ Expiry Date \_\_\_\_\_

MC/Visa # \_\_\_\_\_

**\*\*The Renter hereby acknowledges that they have read the Rental Agreement and agrees to abide by all of the terms and conditions of this agreement\*\***

\_\_\_\_\_  
Company Name (if applicable)

Canadian Mennonite University

\_\_\_\_\_  
Contact Person and/or Individual Renter(s)

\_\_\_\_\_  
CMU Representative

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed