

## **1.0 Purpose**

- 1.1 To outline the University of New Brunswick's policy on the Colter Room -Aitken University Center.

## **2.0 Applicability**

- 2.1 Fredericton Campus

## **3.0 Definitions**

- 3.1 None Applicable

## **4.0 Implementation**

- 4.1 This room shall be operated as part of the Centre, as another facility open for rental;
- 4.2 A rental rate or series of rates be established;
- 4.3 A priority list of lessees be established, with highest priority being awarded to official university users;
- 4.4 Specific terms and conditions be established with respect to:
  - 4.4.1 the capacity of the room
  - 4.4.2 the requirement for lessees to obtain special occasion liquor permits
  - 4.4.3 the responsibility for damage
  - 4.4.4 the use of Centre approved caterers and servers
  - 4.4.5 the necessity of AUC supervision at events.

## **5.0 Interpretation and Questions**

- 5.1 University Secretariat Office is located in Sir Howard Douglas Hall, Room 110. Questions concerning this policy may be directed to (506) 453-4613 [sjd@unb.ca](mailto:sjd@unb.ca).