



## STY-WET-TAN GREAT HALL USER AGREEMENT & WAIVER FORM

The First Nations House of Learning (FNHL) has traditionally supported UBC Aboriginal programs and students by providing use of the Sty-Wet-Tan Great Hall as an in-kind contribution or donation. FNHL does not normally extend this support to events that are adequately funded or charge more than a nominal entrance fee.

To request a rental fee waiver, subject to the terms and conditions below, please complete this fillable form and submit it at least 7 days prior to the requested date(s). *Earlier submissions are recommended.*

Send the completed and signed form or any questions to Christine Wasiak, Longhouse Building Manager, at [cwasiak@fnhl.longhouse.ubc.ca](mailto:cwasiak@fnhl.longhouse.ubc.ca). Thank you.

### A. Applicant Information

1. Name: \_\_\_\_\_

2. Title: \_\_\_\_\_

3. Faculty/Unit: \_\_\_\_\_

4. Mailing address: \_\_\_\_\_

5. Telephone: \_\_\_\_\_

6. Email: \_\_\_\_\_

### B. Requested Dates & Times

1. Preferred date(s): \_\_\_\_\_

2. Alternate date(s): \_\_\_\_\_

3. Time of day(s) (incl. set up & clean up time): \_\_\_\_\_

## C. Event Information

1. Event (or initiative) title: \_\_\_\_\_

2. Number of attendees expected: \_\_\_\_\_

3. Door or registration fee: \_\_\_\_\_

4. Kitchen required: Yes      No      (choose one)

5. Event description:

## D. Proposal Information

### 1. Rationale for Waiver

*Please explain how this event supports Aboriginal programming, Aboriginal students, and/or strategic initiatives identified in the [UBC Aboriginal Strategic Plan](#).*

### 2. FNHL Partnership

*Are you requesting a more extended partnership with FNHL? If so, please provide details, including the name of your primary contact at FNHL for your project.*

### 3. Sponsorship

Provide names of co-sponsors, funders, and other event or initiative partners, including those you anticipate approaching for financial support.

## E. Terms & Conditions

1. If the design or intent of your event substantially changes from the description you have provided here, you must notify us at once. If the event no longer qualifies for a waiver, the waiver may be revoked.
2. The intent of a waived rental fee is to support events that might otherwise not have sufficient funding. If your event becomes fully or generously funded, we require that you notify FNHL and rebook the facility as a rental, allowing us to support other events.
3. You are responsible for set up, tear down and clean up after an event, including cleaning the kitchen adjacent to the Sty-Wet-Tan Great Hall, if it is used. Cleaning supplies and garbage bags will be provided.
4. There is a \$50 fee to use the kitchen (Room 101) per day of use.
5. You will be assessed a \$100 administration fee and \$50 per hour charge for any additional cleaning of the hall or kitchen by FNHL staff.
6. You will be assessed costs for damage repairs as per the cost of having UBC Building Operations perform the work, including a \$100 administration fee. Additional costs may be assessed equal to any lost revenue if repairs are required at the time of previously contracted rental agreements.
7. UBC units are required to pay FNHL invoices directly and not forward them to third parties for payment, e.g. caterers. UBC units are required to pay FNHL invoices in a timely fashion through the UBC internal system of payment (Journal Voucher).
8. Photographing and videotaping events strictly for public information or internal documentation purposes, including personal use, is permitted.
9. Photographing and videotaping the Longhouse's cultural artworks is restricted to ensure their images are not used in a manner inconsistent with the FNHL's mandate or the artists' intention. Therefore, photography and video recordings for marketing, recruitment, public relations or other business purposes need to be assessed and permitted. Third parties associated with your event are required to seek permission separately. Download [FNHL Photography-Filming Application Form](#).
10. Photographing and videotaping individuals or models for business purposes require their written consent. Securing their consent is your responsibility. To learn more, and to obtain UBC consent forms, see this [FAQ](#).
11. You will adhere to the [Sty-Wet-Tan Great Hall Usage Guidelines](#) (covers building security).  
**Please note:** NO materials may be affixed to any Longhouse walls or fixtures.

12. FNHL must be credited in all event-related materials, including using its logo as per the [FNHL Logo Usage Guide](#). Visit this [FNHL webpage](#) to download the FNHL logo (hi-res raster image).
13. FNHL must be provided a copy of the event's print materials (e.g. program, agenda, poster), including hyperlinks to online event information as soon as they are available.
14. FNHL must approve the use of additional spaces within the First Nations Longhouse. This approval can be requested and approved by email to the UBC Longhouse Building Manager or designate.
15. FNHL reserves the right not to approve applications that fall outside of its mandate.

**I have read above the terms and conditions, and applicable policies and guidelines:** (Check for YES)

**If applicable, I have completed the FNHL Photography-Filming Application Form:** (Check for YES)

## F. Agreement

### *Applicant*

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

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

(Digital signature recommended)

Date: \_\_\_\_\_

## G. Waiver

### *First Nations House of Learning*

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

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

(Digital signature recommended)

Date: \_\_\_\_\_

Version: November 2019