

## **UNIVERSITY FACILITY RENTAL – CLIENT GUIDE**

Service de logement – Estival et court terme (Conference Services)

Université de Moncton

Résidence Lefebvre, Room 160

18, Antonine-Maillet Avenue

Moncton, New Brunswick

Canada E1A 3E9

Tel: (506) 858-4602

Fax: (506) 863-2015

Email: [entraux@umoncton.ca](mailto:entraux@umoncton.ca)

Website: [http://www.umoncton.ca/umcm-logement/accueil\\_conference](http://www.umoncton.ca/umcm-logement/accueil_conference)

### **Liability Insurance Certificate**

You have to supply a liability insurance certificate of your insurer. You also have the option to use the liability insurance service of an independent insurer of the University (certain conditions may apply).

### **WIFI Access**

The WIFI is available throughout the Moncton campus. If you wish to receive WIFI accesses for the participants of your group, please indicate it on the reservation request application form.

### **Food Services – Catering Service**

The food, the drinks and the alcoholic drinks, if needed, must be served by the University food service.

For more information:

Tel: (506) 858-4131

Email: [servalimcm@umoncton.ca](mailto:servalimcm@umoncton.ca)

Website: <http://www.umoncton.ca/umcm-servicesalimentaires/node/201> (French only)

### **Unlocking of doors and Security**

The Security Service is open 24/7. You can call 506-858-4100 if you need help or if you want a door to be unlocked. The office (room 001) is situated behind the Residence Lefebvre where the parking lot is.

Email: [securite@umoncton.ca](mailto:securite@umoncton.ca)

Website: <http://www.umoncton.ca/umcm-materielles/node/15> (French only)

### **Parking on Moncton Campus**

If you plan to use the parking on the campus, you can pay your parking permits as follows:

1. Parking meters in certain parking lot - look for the dollar sign \$ on the campus map.
2. Include the number and cost of parking permits into your booking contract. The permits can either be posted in advance or be collected at the Residence Lefebvre front desk - daily permit only.

3. Security Service office - weekly and monthly permits. Opening hours: 8:30 am to 4 pm from Monday to Friday.

**Free Parking:**

- Weekends (from 6 pm on Fridays till 7 am on Mondays), holidays and in the evenings (from 9 pm till 7 am, from Monday to Thursday).
- Parking lot P9 for a maximal duration of 2 hours (see the Campus map).

**Snowstorm and Closure of the Moncton Campus**

As soon as the public announcement is made by the University, the external customer will have to cancel its event (even if he or she is already on the campus). In case of closure of the Moncton campus, the reservation cannot take place and the organizers are responsible for:

- Verify “info tempête” on the University Website: <http://www.umoncton.ca/umcm/tempete> (French only)
- Inquire with the Security service (506) 858-4100.
- If the closure occurs during the day, the University Conference Services will contact the customer to inform him or her.
- The customer will not be charged for this day, and the University Conference Services will suggest him or her to postpone its event to a later date.
- If the customer reserved a catering service, he or she will not be charged for the food service.

**Services on campus**

**Security Service**

The Service de la sécurité (Security Service) is open 24/7. You may reach them at 506-858-4100. The office (room 001) is situated behind the Residence Lefebvre where the parking lot is.  
Email: [securite@umoncton.ca](mailto:securite@umoncton.ca)  
Website: <http://www.umoncton.ca/umcm-materielles/node/15> (French only)

**Teller Machines**

Teller machines of the National Bank and the Uni Bank are accessible 7 days a week from 6 am to 2 am at the Centre étudiant (Student Centre). A branch of the Uni Bank is also situated in the entrance of the Pavillon Léopold-Taillon.

**Restaurant Lounge Le 63**

The restaurant lounge is the main food service on the Moncton campus. It is located in the Centre étudiant (Student Centre). You can consult their Website to know their opening hours and menus: <http://www.umoncton.ca/umcm-servicesalimentaires/node/168> (French only).

**Campus Library**

Librairie acadienne: souvenirs, music, books. Website: <http://www.librairieacadienne.ca/>

**Taxis**

You can call the following taxi companies: 857-2000 (Air Cab) ou au 857-3000 (White Cab).