

CLIENT GUIDE – UNIVERSITY SPACE RENTAL

Service de logement – Summer and Short-Term rentals

Welcome to Université de Moncton – Moncton Campus!

Contact Information

Résidence Médard-Collette, Room 112

18, Antonine-Maillet Avenue

Moncton, New-Brunswick, E1A 3E9

Phone: (506) 858-4602

Email: entraux@umoncton.ca **Website:** <https://www.umoncton.ca/umcm-logement/location>

Liability Insurance

To ensure a safe environment for all, a liability insurance certificate is required prior to your event (except for government or municipal organizations). The certificate must:

1. Be issued in the name of Université de Moncton.
 2. Clearly describe the activities taking place on campus.
 3. Provide a minimum coverage of **\$2,000,000 per occurrence**.
 4. Name Université de Moncton as an **additional insured**.
 5. Be valid for the entire duration of the event.
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Wi-Fi Access

Wi-Fi is available throughout Moncton campus. Simply indicate your needs when submitting your reservation request, and access will be arranged prior to your arrival

Food Options

Please note that no internal catering service is offered on campus. To comply with health and safety regulations, **home-prepared food is not permitted** at events. However, several flexible options are available:

- Dine on campus at **Le63 Restaurant**, located in the Student Center
<http://www.umoncton.ca/umcmservicesalimentaires/node/168>
- **Order or pick up meals from local restaurants.**
- Hire an accredited **external catering service**.

For your convenience, here are some approved vendors:

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| • Cheers Beverage Room
https://www.cheersbeverageroom.com/ | • Black Rabbit Catering
https://www.blackrabbitcatering.ca/ |
| • Tony's Bistro & Pâtisserie
https://www.tonysbistro.ca/ | • Blue Olive Restaurant
https://theblueolive.ca/ |
| • High Tide Food Group
https://hightidefoodgroup.com/ | • Guacamole Archibald
https://www.guacamole.restaurant/catering |
| • Café Archibald
https://www.cafearchibald.com/ | |

If you wish to use a caterer not listed above, you must obtain prior approval from our team to ensure compliance with campus requirements.

Alcohol Permit For any event where alcohol is served, an alcohol permit is mandatory. This must be requested when submitting your reservation application.

Please note that it is your responsibility to coordinate all food services and ensure compliance with applicable procedures and regulations (e.g., table setup and food consumption only in areas authorized in your rental agreement).

Access to Facilities and Security

Security Services are always available to assist with building access, door unlocking or any situation requiring support.

Phone: 506-858-4100 **Email:** securite@umoncton.ca

Location: 001, Résidence Lefebvre (rear Entrance)

Website: <https://www.umoncton.ca/umcm-securite/node/1>

Parking

Parking on campus is subject to availability and to fees. The following options are available:

1. **Pay-and-display** meters located in designated parking areas (look for the \$ symbol on the campus map).
2. **Permits included in your rental agreement:**
 - Permits may be sent in advance by email or picked up at the reception of Résidence Médard-Collette (daily permits only)
3. **Security Services Office:**
 - Weekly and monthly permits are available
 - Office hours for permits: Monday to Friday, de 8:30 a.m. to 4:00 p.m.

Free Parking:

- Weekends: Friday 6:00 p.m. to Monday 7 :00 a.m.
 - Statutory holidays
 - Evenings: 9:00 p.m. to 7:00 a.m. (Monday to Thursday)
 - Parking Lot P9: maximum 2-hour parking (see campus map)
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Weather Conditions

In the event of an official campus closure (e.g., snowstorm), the safety of all participants remains our priority. In such cases:

- **The event must be cancelled or postponed**, even if participants are already on site.
- No activities may proceed.
- No fees will be charged for the affected day.

Clients are responsible for verifying campus status prior to arrival via:

- University website (« info tempête »): <https://www.umoncton.ca/umcm-campus/>
 - Security Services: (506) 858-4100.
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Additional Services Available on Campus

ATM Machines

Access to ATM services from National Bank and Uni Financial Cooperation is available in the Student Centre.

Librairie Acadienne

Souvenirs, music, and books are available on campus: <http://www.librairieacadienne.ca/>

WE WISH YOU A SUCCESSFUL EVENT!