

UNIVERSITY FACILITY RENTAL – CLIENT GUIDE

Service de logement – Estival et court terme (Conference Services)
Université de Moncton
Résidence Médard-Collette, Room 112
18, Antonine-Maillet Avenue
Moncton, New Brunswick
Canada E1A 3E9
Tel: (506) 858-4602
Fax: (506) 863-2015
Email: entraux@umoncton.ca
Website: <https://www.umoncton.ca/umcm-logement/conference>

Information Related to Liability Insurance Certificate

You have to supply a liability insurance certificate of your insurer.

The insurance certificate must contain the following five items:

1. The certificate is addressed to the **Université de Moncton**'s name.
2. Contains a description of the activities covered by the insurance (an activity taking place on the campus).
3. A minimum of 2 million dollars insurance coverage, per event and not per claim.
4. The name of the **Université de Moncton** as an additional insured.
5. The effective date of the police covers the date of the activity.

WIFI Access

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

Food Services – Catering Service

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

For more information:

Tel: (506) 858-4142

Email: traiteur@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

Website: <https://www.umoncton.ca/umcm-securite/node/1>(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 Médard-Collette 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 must:

- 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

Website: <https://www.umoncton.ca/umcm-securite/node/1> (French only)

ATMs

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).