

Academic + Campus Events
Facilities Request Form-External Organizations

Fax: 416/978-4802

E-mail: campusevents@utoronto.ca

Contact/Organization Address

Reserving Organization: _____

Contact Name: _____

Address: _____

_____ Postal Code: _____

Telephone: _____ E-mail: _____

Event Details *(NB: This is mandatory for all events)*

Date(s) Requested: _____

Time(s) Requested: _____

Rooms/Space required (capacity and/or style of room or specific Building and Room):

Title of Event: _____

Topic: _____

Speaker(s): _____

Video and/or Film Title: _____

NB: the reserving organization is responsible for obtaining appropriate permissions from the owner for any public presentation of copyrighted material

Open to the Public: _____ Admission to be charged: _____ Amount: \$ _____

Attendance Expected: _____

Food and beverages are not allowed in our classrooms; please contact us for alternate options.


Will there be advertising? If so, please include or explain.

Please note that event space detail cannot be advertised until confirmation of space is received from ACE.

By signing below, the reserving organization agrees to the following:

1. The reserving organization agrees to abide by the Policies and Procedures for the Temporary Use of Space (available at <http://www.ace.utoronto.ca/policy.html>)
2. The reserving organization acknowledges that the information contained herein is complete and represents the activity for which the space is requested.
3. The reserving organization acknowledges that the space requested herein is for the sole use of the reserving organization and is not for the use of any other organization or individual.
4. The contact information supplied above may be provided to the public in response to enquiries regarding the event/activity unless distinct contact information is provided separately.
5. The reserving organization and contact will be responsible for the careful and proper use of the space provided and all equipment and furnishings contained therein, and will observe all applicable laws and rules and regulations of the University.
6. The University reserves the right to provide alternative facilities should a room become unavailable and to cancel this reservation without cause, notice, penalty or payment.

Signed: _____ Date: _____

 **A signature is required. A typed version will not be accepted**