

**Facilities Request Form**

E-mail: ace.team@utoronto.ca

Please **PRINT**, and fill out the form **COMPLETELY**

**Contact/Organization Address**

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

Reserving Organization: \_\_\_\_\_

Street: \_\_\_\_\_ Apt: \_\_\_\_\_

City & Postal Code \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Facilities Requested** (style of room or specific Building and Room):

\_\_\_\_\_  
\_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time(s) Requested: \_\_\_\_\_

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

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: \_\_\_\_\_ Will Refreshments be served?: \_\_\_\_\_

Attendance Expected: \_\_\_\_\_ Admission to be charged: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

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

**By signing below, the contact agrees to the following:**

1. The reserving organization agrees to abide by the Conditions and Regulations Governing the Use of University Facilities (available upon request from Academic and Campus Events)
2. He or she is the person named as the designated contact person in the recognition notice filed with the Division of Student Life (ULife).
3. It is understood that Recognised Campus Groups may not sponsor non-university groups or activities and that the space requested above is for the sole use of the Recognised Campus Group named herein and not for any other organisation.
4. The contact will notify Academic and Campus Events at least three business days in advance of the booking of any cancellations. If space is not used by a Recognised Campus Group, as determined by Academic and Campus Events, and the booking is not cancelled, the Recognised Campus Group will be charged internal rates for the space.

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