

Location Requested (please circle one):

Campus Commons

Area in front of the Campus
Activity Centre

Campus Green

Area in front of Old Main
Student Street exit

Campus Court

Area surrounded by Library,
Culinary Arts and Old Main

Other

See attached map

Date of Function: _____

Set-up time: _____ Event/Activity time: _____ Clean-up time: _____

Organization: _____

- TRUSU Affiliated Group
_____ Nathan Lane initial for approval
- TRU Faculty
- TRU Staff
- External Group

Event Organizer: _____ Signature: _____

Email/phone number: _____

Address: _____

Responsible party (internal groups only): _____

Email/cell phone number: _____

Signature: _____

By signing this document you agree to be on-site for the duration of this booking and will be responsible for any breach of the booking guidelines

Event Details (please outline your activity in detail):

Name of event: _____

Description of event: _____

Entertainment: _____

Music: _____

Displays: _____

Number of participants: _____

Other: _____

Important: If food is being served and not provided by ARAMARK, the Certificate of Insurance (with TRU named as additional insured) must be obtained from the food provider as well as their permit from Interior Health to provide food services on TRU campus.

If the intent is to serve alcohol, the Dean or Chair of the department overseeing or sponsoring the event is to email Glenn Read (gread@tru.ca) and request a Special Occasion License letter be issued.

Special Requirements (PLEASE NOTE: TRU Facilities Department will charge for the delivery and pick up of all items based on an hourly rate of \$30/hour)

Please list all items(i.e. power source, tables, chairs, garbage cans, recycling bins, etc.)

Space Utilization Approval:

Director of Ancillary Services – Glenn Read

Date

Interim Director of Facilities Services – Warren Asuchak

Date

.....

Guidelines:

- Request for space utilization to be submitted to Cynthia Bosdet, Ancillary Services (cbosdet@tru.ca).
- Please allow 10 business days for response time.
- Authorized groups must have a copy of their approved permit at their site. Permits are issued for the exclusive use of the permit holder and are not transferable.
- Campus Security will be authorized to remove any groups not approved for space utilization.
- Usage of outdoor space that contravenes these or other TRU policies will be removed from the area. Activities harmful to the enjoyment of the common area space (i.e. loud music, disorderly conduct) are not permissible.
- TRU reserves the right to make changes for special events (i.e. student elections, conferences, Convocation).
- TRU reserves the right to refuse space to any groups not adhering to these guidelines.
- Notice of cancellation must be reported 48 hours in advance to Cynthia Bosdet, Ancillary Services (250.852.7150).
- External groups approved by Ancillary Services will not be in conflict with the goals and objectives of TRU and TRUSU.