

Williams Lake Campus Room Booking Request

Date: _____

Please complete and return via fax to 250-392-4984 or via email to wmain@tru.ca. Questions or concerns; please call 250-392-8000 or toll free 1-800-663-4936.

Requests are reviewed within 48 business hours.

Contact:

Please enter your contact information:

First Name

Last Name

Telephone

Email

Name of Company or Group:

Billing/Mailing Address

Purpose of Booking (i.e., workshop, meeting, event): (if a workshop or training – provide workshop/course name)

Booking Date and Times (*Times must include time for set up and take down*):

Single Booking: Provide Date, Start Time and End Time

Multiple Bookings: Provide Date Range, Start Time and End Time (e.g., *October 5 to November 28; Thursday's 6pm to 8pm*)

Booking Information:

Number of people expected: _____

Facility/Room Preference (e.g., *gym, classroom, meeting room, Cafeteria, computer lab, etc.*):

Please note that rooms are subject to availability. Every effort will be made to satisfy your request, but this request is not a guarantee of availability.

Williams Lake Campus Room Booking Request

Room Features: *(please check all that apply)*

- | | | |
|--|--|---|
| <input type="checkbox"/> Blackboard | <input type="checkbox"/> Overhead projector | <input type="checkbox"/> Sound system with microphone |
| <input type="checkbox"/> Whiteboard | <input type="checkbox"/> Teleconferencing capability | <input type="checkbox"/> Stage small or large |
| <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Video conferencing capability | <input type="checkbox"/> Podium |
| <input type="checkbox"/> Movable tables and chairs | <input type="checkbox"/> Wireless internet access | <input type="checkbox"/> TV/DVD |
| <input type="checkbox"/> Multimedia projector | | |

Event/Function Comments:

Catering:

We request that our onsite Cafeteria/Caterer Kelly Martin of The Dream Boat Café be contacted first. If they are unable to provide the requested services, please then contact an outside caterer.

The Dream Boat Café
 Hours: Monday to Friday, 7:30am to 1:30pm
 Telephone: 250-392-8018; Cell: 778-267-0104
 Email: dreamboatcatering@outlook.com

On-site catering at TRUWL is not available
 May through August 2017.
 During this time, please make arrangements
 with an outside caterer.

Parking:

September through April, Monday to Friday, 8am to 5pm, pay parking is in effect. Parking is \$1/hr; \$2/half-day or \$3/full-day. The parking meter accepts coin and credit cards only and is located outside the main entrance to the campus. Exact change required; machine does not give change.

Weekend Bookings:

Weekend bookings using multi-media, wireless internet or video conferencing, etc., please contact 250-392-8000; we will arrange for our IT department to meet with you prior to your event. *Please provide as much advance notice as possible.*

Cancellation Policy:

TRU requires 3-business days' notice of cancellation. Failing to do so will result in an invoice being issued for the full amount of the booking.

Classroom Configuration:

Please feel free to reconfigure classrooms as needed, however, we do require rooms be returned to their original configuration each day. *Please refer to the diagram near the door.* Failure to do so may result in additional charges @ \$20/hr.

Once booking confirmation is received, a Facilities Use Agreement will need to be completed.