

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 require that our onsite Cafeteria/Caterer be contacted first for catering needs. If they are unable to provide the requested services, please then contact an outside caterer.

Sure Kitchen & Catering

Hours: Monday to Friday, 7:30am to 2:30pm

Telephone: 250-392-8018; Cell: 250-303-1368

Email: surecatering@hotmail.com

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.