

# OISE Library Ground Floor Booking Request Form

All fields are required

## CONTACT INFORMATION

<b>Event contact's name:</b>	<b>Event contact's email:</b>
<b>Event contact's phone number:</b>	<b>OISE department:</b>

## EVENT INFORMATION

<b>Event title:</b>		<b>Date of event:</b> (YYYY/MM/DD)	
<b>Event start time:</b> (H:MM am/pm)	<b>Event end time:</b> (H:MM am/pm)	<b>Number of attendees:</b>	
<b>Set-up start time:</b> (H:MM am/pm)	<b>Set-up end time:</b> (H:MM am/pm)	<b>Clean-up start time:</b> (H:MM am/pm)	<b>Clean-up end time:</b> (H:MM am/pm)
<b>Will food be provided?</b> <b>YES</b> <b>NO</b> <i>NOTE: If food is served, it should be light refreshments only. No hot food, open buffet or flame.</i>		<b>Will A/V be required?</b> <b>YES</b> <b>NO</b> <i>NOTE: A/V support must be requested through OISE's Education Commons: <a href="mailto:oise.help@utoronto.ca">oise.help@utoronto.ca</a></i>	

**Event details** (please provide detailed information on activities that will be taking place in the library e.g. poster board information sessions, lunch (what will be served), lecture):

## TERMS AND CONDITIONS

<ul style="list-style-type: none"> <li>Event organizers must be present for the duration of the event and are responsible for returning the furniture and space to its original condition.</li> <li>If food is served, it should be light refreshments only and must be in individually packaged/takeaway containers. No open buffet style.</li> <li>If food is served, organizers should arrange to have the large recycling and garbage containers delivered to the Library. Please contact <a href="mailto:oise.space@utoronto.ca">oise.space@utoronto.ca</a></li> <li>If the event occurs on a weekend, there is a mandatory caretaking fee. Contact <a href="mailto:oise.space@utoronto.ca">oise.space@utoronto.ca</a> for costs.</li> <li>If additional cleaning is required after the event, your department will be charged accordingly.</li> <li>If any of these conditions are not met, or policies are not followed, costs may be charged to the requesting department.</li> </ul>
<b>As the designated event contact, I confirm that event organizers have read the <a href="#">OISE Library Booking Policies</a> and agree to these Terms and Conditions.</b>

## DEPARTMENTAL APPROVAL (event must be approved by the Chair/Department Head)

<b>Chair's Name</b>	<b>Email:</b>
<b>Signature:</b>	<b>Date:</b> (YYYY/MM/DD)

Please submit completed form to [oise.library@utoronto.ca](mailto:oise.library@utoronto.ca)  
 Submitting a form is not a confirmation of booking. We will be in touch after your request has been reviewed.