UNIVERSITY OF TORONTO LIBRARIES | OISE LIBRARY

OISE Library Ground Floor Booking Request Form

All fields are required

CONTACT INFORMATION

Event contact's name:	**Event contact's email:**
Event contact's phone number:	**OISE department:**

EVENT INFORMATION

Event title:		**Date of event:** (YYYY/MM/DD)	
Event start time: (H:MM am/pm)	**Event end time:** (H:MM am/pm)	**Number of attendees:**	
Set-up start time: (H:MM am/pm)	**Set-up end time:** (H:MM am/pm)	**Clean-up start time:** (H:MM am/pm)	**Clean-up end time:** (H:MM am/pm)
Will food be provided? ***YES*** ◯ ***NO*** ◯ *NOTE:* If food is served, it should be light refreshments only. No hot food, open buffet or flame.		**Will A/V be required?** ***YES*** ◯ ***NO*** ◯ *NOTE: A/V support must be requested through OISE's Education Commons:* oise.help@utoronto.ca	
Event details *(please provide detailed information on activities that will be taking place in the library e.g. poster board information sessions, what light refreshments will be served, lecture)***:**			

TERMS AND CONDITIONS

- Event organizers must be present for the duration of the event and are responsible for returning the furniture and space to its original condition.
- If food is served, it should be light refreshments only and must be in individually packaged/takeaway containers. No open buffet style.
- If food is served, organizers should arrange to have the large recycling and garbage containers delivered to the Library. Please contact oise.space@utoronto.ca
- If the event occurs on a weekend, there is a mandatory caretaking fee. Contact oise.space@utoronto.ca for costs.
- If additional cleaning is required after the event, your department will be charged accordingly.
- If any of these conditions are not met, or policies are not followed, costs may be charged to the requesting department.

As the designated event contact, I confirm that event organizers have read the OISE Library Booking Policies and agree to these Terms and Conditions. ☐

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

Chair's Name	**Email:**
Signature:	**Date:** (YYYY/MM/DD)

Please submit completed form to oise.library@utoronto.ca

Submitting a form is NOT a confirmation of booking. We will be in touch after your request has been reviewed.