

Temporary Use of Space for Event Application Form

Requests to rent/use College facilities are subject to availability of space. The College will also consider whether the request is feasible and meets security, risk management and insurance requirements. Events are subject to the Temporary Use of Space for Events Policy and Procedure, other college policies and relevant laws.

Notices:

Events that disrupt normal College operations/ activities or endanger the safety of the College will not be permitted

Unfortunately, due to limitations on space, we cannot accommodate all requests

Before we can consider your request we require a minimum of 15 working days' notice, and the following information.

Requester Details

First Name

Last Name

Contact Number

Contact Email

Address

Apt/Suite

City/Province

Postal Code

Organizational Details

Name of Organization

Website Address

Have you held an event at Humber College in the past? Yes No

Are you affiliated with Humber? Yes No Please Specify: _____

Check the following that describe your organization (if applicable): Not for profit Registered charity Incorporated

Event Details

Check the type of event: Meeting Conference Vendor Table Film shoot Student Group Other

If you checked "Other" please specify: _____

Name of your event

Date of your event

Start time of your event

End time of your event

Number of attendees: _____ Setup time allowance: _____ Teardown time allowance: _____

Will there be guest speakers at your event? Yes No Will you be charging a fee to attend your event? Yes No

Explain the purpose of your event:

Facility and Audio Visual Requirements

What facilities and services will you be requesting? Check all that apply.

- | | | |
|---|---|---|
| <input type="checkbox"/> Accommodation | <input type="checkbox"/> Seminar meeting room (capacity 1-30) | <input type="checkbox"/> Security |
| <input type="checkbox"/> Classroom (capacity 31-60) | <input type="checkbox"/> Lecture hall (capacity 61-500) | <input type="checkbox"/> Parking (paid by participant) |
| <input type="checkbox"/> Lobby (capacity 300) | <input type="checkbox"/> Outdoor space | <input type="checkbox"/> Catering (menu to be provided) |
| <input type="checkbox"/> Registration Services | <input type="checkbox"/> Sports and recreation | <input type="checkbox"/> On-site technician |

Please provide more detail:

What are your audio/visual requirements? Check all that apply.

- | | | |
|--|--|--|
| <input type="checkbox"/> LCD Projector | <input type="checkbox"/> Audio Recording | <input type="checkbox"/> Are noise levels expected that may cause disruptions? |
| <input type="checkbox"/> Video Camera | <input type="checkbox"/> DVD Player | If yes, please provide details: _____ |
| <input type="checkbox"/> Microphone | <input type="checkbox"/> Other | _____ |

If other, please specify:

Insurance Information

While on the Humber College premises you will need to provide insurance coverage for your event in the following manner:

A Certificate of Liability Insurance with the following items included within:

- a) Comprehensive General Liability in the amount of \$5 Million
- b) Humber College, its directors, governors, officers and employees are identified as additional insured.
- c) The certificate should include a cross-liability/severability of interest clause.

Do you have insurance? Yes No

Do you need assistance procuring insurance? Yes No

Applications for Academic or Administrative temporary use of space, must be submitted to Central Scheduling at schedulingrooms@humber.ca. External booking requests must be submitted to Conference Services at hcs@humber.ca.

You will receive a response regarding your temporary use of space for event application indicating status of your application and next steps via the email address you provided above.

Thank you.