

Events On-Campus for External Groups

Sometimes external organizations will contact schools or departments they know at Humber and Guelph Humber and ask for use of space on campus. The department of Humber Conference Services manages the booking and rentals of campus facilities and services, including securing proof of appropriate liability insurance coverage, for all external clients.

When your school or department hosts an event or meeting and you have external individuals or groups participating, Humber/Guelph Humber is assuming the risk and responsibility for these groups or individuals while they are on campus. Should you receive a third-party request to utilize Humber or Guelph Humber facilities, please refer them to Conference Services. We will ensure that the appropriate documentation and agreements are obtained and handle the event logistics, such as catering.

If you are unsure of whether an event is considered external or internal, please contact us and we will ensure that the appropriate risk assessment is completed.

For more information, please contact Humber Conference Services:

Manager, Connie Sanfilippo at x 77124 or email connie.sanfilippo@humber.ca
Conference Coordinator, Megan (Meg) Johnson at x 77151 or meg.johnson@humber.ca
Conference Assistant, Robyn Rousseau at x 77311 or robyn.rousseau@humber.ca

[Planning an Internal Event? Click here for a list of resources available to you](#)