

## Terms and Conditions for Room booking

### Submission Guidelines:

- Complete and email this form to [stulife@torontomu.ca](mailto:stulife@torontomu.ca) at least two weeks in advance of the event.
- Arts Student Life will review, approve/decline and respond within one week of the request.

**Event Name:**

**Date Requested (DD/MM/YYYY):**

**Event Start Time:**

**Event End Time:**

*Events must not exceed 3 hours in length from 7:00am to 6:00pm. After 6:00pm the room can be booked for longer. The room may not be booked during established quiet hours from 7:00 am to 12:00 pm Tuesdays, Wednesdays, and Thursdays. Please note that the room is open from 7:00am to midnight Monday to Friday.*

**Group Name:**

**Main Contact:**

**Faculty of Arts Program:**

**TMU Email Address:**

**Brief description of event:**

*Please provide a general description of the purpose of the event if this information is not obvious in the event name (i.e. academic event, social event, speakers present, etc.)*

**Number of guests expected:**

*The maximum capacity of the Arts Lounge is 60 persons.*

**Who is this event mainly geared towards (students, faculty, staff, community partners, etc):**

**Will this event be open to all Faculty of Arts students? If not please describe why.**

In submitting a request to use the Arts Lounge (POD 349) I, hereby acknowledge and understand that when the space is booked for my use, the following terms and conditions apply:

- The room must be used during the times specified and approved in the room booking and only by the group who applied for approval.
- The room may be booked from Mondays to Fridays for a maximum of 3 hours per day from 7:00am to 6:00pm. After 6:00pm the room may be booked for longer.
- This room may not be booked as a meeting space.
- This room may not be booked during scheduled quiet hours.
- You are responsible for any damage to the room or equipment that occurs during your event.
- You are responsible for ensuring that the room is left in an acceptable condition after use for your event.
- All furniture must be placed in the original configuration, garbage and recycling removed, decorations taken down etc. A floor plan of the original layout is attached to this form.
- Decorating is allowed. You can use low tack, masking or invisible tape or string. Duck/packaging tape and glue is not allowed. Your group is responsible for any damage incurred by improper set-up or tear down.
- The room is provided AS IS. Should you require additional equipment, furniture, food, etc, it is the responsibility of the requesting group to make these arrangements.
- The TV can be used for movies, games, presentations, etc. related to your event. No inappropriate or offensive images/videos/etc are allowed. You will need to connect with the SASSH at [vp.operations@sassh.ca](mailto:vp.operations@sassh.ca) before the event to reserve the keyboard and make sure that the TV is set up for your event.
- Events that promote or support an environment that is not in line with the University's [Discrimination and Harassment Prevention Policy](#), or may negatively impact the reputation of the Faculty of Arts and/or the University will not be permitted.
- Alcohol, drug use and smoking is not allowed in the room. Any event that includes these elements will not be permitted.
- The [Toronto Metropolitan University Student Code of Non-Academic Conduct](#) shall be upheld by community members and guests while using the space.
- Events must be registered through ExploreTMU before approval is granted. Completing a TMU Risk Management Form is strongly suggested and confirmation of submitting may be required before approval of the room's use. This is based on the approvers discretion.
- The person designated as the main contact assumes all responsibility and liability on the group's behalf for activities that take place in the room.
- If you are hosting an event with music or sound, it must be at an acceptable volume and must not disturb the classes or labs that may be occurring around it.
- The bulletin board may be used by students, staff, faculty, course unions and student groups in the Faculty of Arts so long as materials are in accordance with the University's [Posting Policies and Procedures](#).

- The room may only be reserved by Faculty of Arts students, staff and faculty. The host (Member of the Faculty of Arts) will assume responsibility for the actions of their guest.

*In signing this form I hereby declare that I have read the terms and conditions and will abide by them. In failing to uphold the terms and conditions, I acknowledge that my group or I as an individual will be held liable and appropriate penalties or charges will be applied.*

**Name:**

**Date (DD/MM/YYYY):**