

ROOM BOOKING FORM – OFFICE OF THE DEAN, OISE U of T

Please return completed form to: Office of the Dean, Reception Desk

MEK, 12-105 (capacity 20)

12-115 (capacity 15)

12-117 (capacity 12)

12-199 Dean's Board Room (capacity 40)

The Deans Office meeting room bookings must fit the following criteria:

- Space may not be booked for regularly scheduled classes or meetings.
- Only OISE-sponsored events will be approved. OISE sponsored events must:
 - be for the OISE community
 - be coordinated by staff or faculty from an OISE department / unit
 - provide OISE departmental CC and FC numbers

COST CENTRE: _____

FUND CENTRE: _____

PRIMARY CONTACT INFORMATION

Primary Contact Name: _____

Department / Unit: _____

Email Address: _____

Phone Number: _____

ADDITIONAL CONTACT INFORMATION

Onsite Contact (If different from primary contact): _____

Affiliation: _____

Email Address: _____

Phone Number: _____

EVENT

Title of Event: _____

Date(s) Required: _____

Start Time: _____

End Time: _____

Number of Attendees (approx.): _____

Open to the Public: Yes No

Will Refreshments /Food be served: Yes (all catering must be nut fee) No

Will Alcohol be served: Yes (We will require a copy of the Beverage Service Order Confirmation) No

(All alcohol on the St. George Campus must be purchased by the Beverages Services Department. Service staff must be trained under the University's own Server Training program. All events where alcohol is served must meet applicable criteria.)

Audio / Visual Requirements: Please note the a/v capabilities of the requested room. If tech support is required or additional a/v equipment, please submit an [Internal Booking Request](#) Form online through Education Commons.

Furniture: All furniture must be returned to its original layout. Movement of furniture may require booking additional rooms for storage and hiring movers for an additional cost. Please contact Facilities and Services, oise.facilities@utoronto.ca, for scheduling and costs.

Note: After-hours events (ending after 5:00 pm or on weekends) may be required to pay for caretaking and security services. These needs will need to be managed through Facilities and Services.

OISE Dept/ Unit Head Approval:

Name: _____ Signature: _____