



Space Requests may be dropped off or mailed internally to: H 440 or AD 121 Or Faxed to 514-848-3510

Approved reservations **will be confirmed in writing** by the Dean of Students Office **N.B. Incomplete applications cannot be considered**

DATE RECEIVED BY DEAN OF STUDENTS OFFICE:

## REQUEST FOR SPACE RESERVATION

PLEASE **PRINT** CLEARLY

Name of Recognized Student Organization:

Authorized Student Organization Booking Officer:

Internal Mailing Address:

Telephone (Office):

Telephone (Home):

E-mail:

Please note:

- If you are **requesting permission to serve food or alcohol** (where applicable) the appropriate request forms must be completed and are available at either the Dean of Students Office (H 440 or AD 121) or online at [www.concordia.ca/students/clubs/event-planning](http://www.concordia.ca/students/clubs/event-planning)

Signature of Booking Officer of Student Organization

Date:  /  /   
DD / MM / YYYY

**\*\* PLEASE SEE PAGE 5 FOR SUBMISSION DEADLINES**

**Please check off the space you are requesting and ensure a detailed description (page 4) is attached**

Name of Association making Request:

### SGW CAMPUS

#### The Terrace

Located in the Hall Building, the outside terrace adjacent to Reggie's [Floor Plan](#)

Date Requested:  /  /   
DD / MM / YYYY

Official Event Duration (start/end):  -

Booking Time (set-up/take down) :  -

### LOYOLA CAMPUS

#### Guadagni Lounge

CC Building 4th Floor. The Lounge is available for bookings on weekends only, as of 18:00 hrs Friday, during the academic year. [Floor Plan](#)

Date Requested:  /  /   
DD / MM / YYYY

Official Event Duration (start/end):  -

Booking Time (set-up/take down) :  -

#### The Quadrangle

Outside space located between PY Building & CC Building [Floor Plan](#)

Date Requested:  /  /   
DD / MM / YYYY

Official Event Duration (start/end):  -

Booking Time (set-up/take down):  -

**Please note:** You are responsible for familiarizing yourself with and respecting all relevant university policies. See: [www.concordia.ca/hospitality/event-logistics/policies-forms](http://www.concordia.ca/hospitality/event-logistics/policies-forms)

The Dean of Students Office is the principal resource at the University for the interpretation and regulation of policies and procedures as these apply to the non-academic aspects of student life. Student associations and groups, of whatever nature, are one of the primary means by which students can relate meaningfully to the institution. By providing liaison with and support to student groups and their governing bodies, the Dean of Students encourages students in the conduct of their own collective affairs, and facilitates the growth of student associations and the active involvement in them by students. (2013-2014 Academic Calendar, page 82)

Bearing this in mind, the Dean of Students Office would like to draw your attention to the mission statement of the University and the following excerpts from the section in the Academic Calendar that deals with Rights and Responsibilities:

The Mission Statement of Concordia (page u – Academic Calendar 2013-2014)

Concordia University is welcoming, engaged, and committed to innovation and excellence in education, research, creative activity and community partnerships. It dares to be different and draws on its diversity to transform the individual, strengthen society and enrich the world.

Excerpts from Code of Rights and Responsibilities (Page 65 – Academic Calendar 2013-2014)

- 1.1 The Code of Rights and Responsibilities has, as its grounding principles, the values of civility, equity, respect, non-discrimination and an appreciation of diversity as manifested within Concordia University and within society-at-large.
- 2.2 All Members of the University...may reasonably expect to pursue their work, studies and other activities related to University life in a safe and civil environment. As such, neither the University nor any of its Members shall condone any conduct which adversely affects the University or any of its Members.
- 3.3 All Members have the freedom of conscience and religion; freedom of thought, belief, opinion and expression; freedom of peaceful assembly and freedom of association, the whole subject to the limits recognized by law and University policies and procedures.

**Event Details**

Budget Code:   
(for Security costs if applicable)

What is the purpose of the event?

Will there be materials distributed or displayed?      Yes      No

If yes, please provide the content of the materials below:

What is the expected attendance?

Will there be music at your event?      Yes      NO

Select the type of music you will have:    Live Band/Artist (acoustic)      Live Band/Artist (amplified sound)      DJ

Amplified sound through speakers (Ipod/Phone/Computer)

Will you be using audio-visual equipment or WiFi?      Yes      No

If so, what will you use?

**Note:** separate arrangements must be made with IITS to reserve equipment.

If you are having guest speakers please list their names below

Are you going to be selling anything and/or will there be a donation or registration fee? Please specify:

If you are booking the Quadrangle or the Hall Building Terrace, have you arranged for an alternate space in the event of bad weather? If so, where?

Please note: you must book it separately through a [DSA](#).

**FOOD AND ALCOHOL**

Do you plan to serve or sell FOOD at your event?      Yes      No

If **YES**, will it be catered or self-catered?      Catered      Self-Catered

If "Catered", you must select a University Approved Caterer from the [University's Approved Caterers List](#)

If you have already selected a caterer please indicate it here:

If "Self-catered" you must complete, and return the [Food Waiver form](#) with this request form and respect the terms contained in the Food Waiver form. It will be sent to the departments of Environment Health and Safety and Security.

Do you plan to serve or sell ALCOHOL at your event?      Yes      No

If 'Yes' you must complete and return the [Alcohol Waiver form](#) with this request form and respect the terms contained in the Alcohol Waiver. Requests to the University must be made at least **TWENTY BUSINESS** days before the requested event date.

Please include a detailed description of your event here. It should include all the specific details related to the event. Please note: handwritten descriptions will **not** be accepted.



**Please Ensure you read carefully!**

**The Recognized Student Organization representative understands:**

- Requests are considered on a first-come-first-served basis
- Requests must be received by the Dean of Students Office **at least 20 business days** in advance of your desired date, unless you require a food permit from MAPAQ, in which case the **minimum is 25 business days.**
- Written Notice of cancellation must be given to the office (AD 121/H637) one week prior to the event; failure to cancel an event may result in loss of booking privileges.
- Student Organizations are responsible for ordering extra tables and chairs by making a written request to Custodial Services SGW or Distribution Loyola.
- Student Organizations are responsible for requesting any electrical or other technical needs by contacting Facilities Management at ext 2400
- Student Organizations may be asked to meet with Security if they require further information about your event.
- Student Organizations are responsible for security charges where applicable.
- Student Organizations are responsible for any damages incurred in the space during an event.
- The Dean of Students Office reserves the right to cancel a booking if regulations and criteria are not met.
- Failure to pay the invoices for any event-associated charges in a timely manner will result in the amounts owing being debited from your University account. In addition, failure to pay the invoices may result in the suspension of your association's room booking privileges for one semester.

I have read and agree to the above conditions

SIGNATURE of Booking Officer of Student Organization

NAME of Booking Officer of Student Organization (Print)

Date:  /  /   
DD / MM / YYYY

# Submission Deadlines

- Common activities i.e. meetings:
  - Ten (10) business days** prior to the event unless specified otherwise by a DSA.
- Particular activities, i.e. in a public space, amphitheaters, high profile speakers, media expected, external events:
  - Twenty (20) business days** prior to the event.
- Events where alcohol is served/sold:
  - Twenty (20) business days** prior to the event.
- Events where food is self-catered:
  - Twenty-five (25) business days** prior to the event.