



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 University Department:

Name of Contact Person:

Internal Mailing Address:

Telephone (Office):

E-mail:

Fax:

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 Dean of Students Office (H 440 or AD 121) or online at <http://www.concordia.ca/hospitality/event-planning.html>

Signature of Department Contact

Date:  /  /

DD / MM / YYYY

**\*\*Please see page 5 for Deadlines**

Please check off (✓) space you are requesting.

Name of Department 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**

Located in the cc Building 4th Floor. The lounge is available for bookings as of 18:00 hrs Friday until Sunday 16:00 hrs during the academic year. [Floor Plan](#)

Date Requested:  /  /   
DD / MM / YYYY

Official Event Duration (start/end):  -

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

**The Quadrangle**

The 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: <http://www.concordia.ca/about/policies/theme.html>

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. (2016-2017 Academic calendar, page 81-82)

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 1 – Academic calendar 2016-2017)**

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 65-66 – Academic calendar 2016-2017)**

- 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.
- 1.2 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.
- 1.3 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

A detailed description of event must be submitted with this request. Please note that handwritten descriptions cannot be accepted.

The **Department Contact** 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
- **Department Contacts** are responsible for **ordering extra tables and chairs** by making a written request to custodial Services SGW or Distribution Loyola
- **Department Contacts** may be asked to **meet with Security** if they require further information about your event
- **Department Contacts** are responsible for **security charges** where applicable
- **Department Contacts** 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

NAME of Department Contact

SIGNATURE of Department Contact

Date:  /  /   
DD / MM / YYYY

Budget code:   
(for Security costs if applicable)

# 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, amphitheatres, 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.