Interim Space Booking Process & TUUS Application

Due to an unforeseen outage of the Mach Form platform, the Room Request Form and TUUS Application have been taken offline.

- As a temporary measure, a PDF version of these forms has been created.
- Please download the forms, complete the fields, and email your submission to the booking team or TUUS Office.
- **ROOM REQUEST FORMS** may be sent to the TUUS Office or to the local booking area listed below.
- **KEELE & MARKHAM TUUS APPLICATIONS:** Please email to tuus@yorku.ca.
- **GLENDON TUUS APPLICATIONS:** Please email to reserve@glendon.yorku.ca.

STEP 1 BOOKING SPACE (YU ROOM REQUEST FORM)

If you know the booking agent of the space you're requesting, you may email your PDF document directly to the corresponding booking team. A list of booking agents has been provided below. When in doubt, please send your form by email to the TUUS Office (tuus@yorku.ca) and we will re-direct your request as needed.

STEP 2 SUBMITTING A TUUS APPLICATION

Once your space is booked, please submit your TUUS Application to the TUUS Office by email (tuus@yorku.ca). Please include your completed PDF form and any attachments as required (e.g. booking confirmations, floorplans, event agendas, etc).

BOOKABLE SPACES AND RESERVATION AGENTS

Please email your Room Request Form to the corresponding agent below. If you are unsure who to contact, please email your form to tuus@yorku.ca.

- **Academic space** (classrooms, lecture halls, seminar rooms)
  Faculty & Staff Contact: adhocs@yorku.ca
  Recognized Student Organizations: tuus@yorku.ca
- **Bergeron Centre** (ex. BRG 125) – frontdesk@lassonde.yorku.ca
- **Bethune College Bookable Spaces** – bethune@yorku.ca
  - No preference (any space available)
  - BC 112 JACS (for Bethune Council use only)
  - BC 115 Junior Common Room (for Bethune Council use only)
  - BC 203A Norman's (seminar room)
  - BC 205 (Meeting Room)
  - BC 224 (Meeting Room)
  - BC 320 Paul Delaney Gallery (lecture hall)
- **Calumet College & Stong College Bookable Spaces** – ccscbook@yorku.ca

    - SC 101 (HBDR)
    - SC 118 (Committee Meeting Room)
    - SC 201 (Sylvester's)
    - SC 309 (Steve Dranitsaris Room)
    - CC 100 (Calumet Junior Common Room)
    - CC 214 (Committee Meeting Room)
    - CC 221 (Meeting Room)
- **Glendon Spaces** – reserve@glendon.yorku.ca
- **LA&PS Bookable Spaces** (e.g. FC 152) – lapscolleges@yorku.ca
    - No preference (any available space)
    - ATK 002 (Student Lounge)
    - ATK 004 (Harry Leith Room)
    - ATK 005C (New College Meeting Room)
    - ATK 109 (Harry Crowe Room)
    - FC 015A (Founders Dining Room)
    - FC 024E (Founders Junior Common Room)
    - FC 152 (Founders Assembly Hall)
    - FC 303 (Brian Cragg Committee Room)
    - FC 305 (Senior Common Room)
    - MC 014 (Junior Common Room)
    - MC 049 (Mclaughlin Dining Room/Multi-Purpose Room)
    - MC 140 (Senior Common Room)
    - VC 001 (Junior Common Room, The Renaissance)
    - VC 010 (Senior Common Room)
    - VC 202D (Vanier Dance Studio)
- **Lobbies & Outdoor Space (ex. LSB Lobby or Roy McMurtry Green)** – tuus@yorku.ca
- **Markham Bookable Spaces –** tuus@yorku.ca
- **Osgoode Bookable Spaces** – rooms@osgoode.yorku.ca
    - Osgoode classroom/seminar room/lecture hall
    - Helliwell Centre
    - Visit the Osgoode website for specific IKB room numbers
- **Winter's College Bookable Spaces & Scott Religious Centre** – scld@yorku.ca
    - WC 012G (Winter's Junior Common Room)
    - WC 021 (Winter's Senior Common Room)
    - WC 120 (Student Organization Lounge)
    - WC 129 (Eleanor Winter's Art Gallery)
    - Scott Religious Centre (*CONDITIONS APPLY TO BOOK)
- **York Lanes & Kaneff Tower** (Note: These rooms are for internal department events and meetings. They are not available for student groups or classes.) – vpribook@yorku.ca
- **Other:** Please contact tuus@yorku.ca.