YU ROOM REQUEST FORM

This form will be used in the interim for space booking requests for **Recognized Student Organizations** and **Internal Department/Unit/Faculties**.

If a TUUS Application is required, TUUS Applications require a **minimum** of 15 business days to process. Larger events such as conferences require up to 30-90 days for processing. Please see the Regulation for guidance regarding processing timelines for events.

Campus/University Location	☐ Keele Campus (email form to tuus@yorku.ca) ☐ Markham Campus (email form to tuus@yorku.ca) ☐ Glendon Campus (email form to reserve@glendon.yorku.ca)
Who is hosting this event?	☐ Internal Department / Unit / Faculty ☐ Recognized Student Organization (Must be recognized by SCLD)
Contact Information	
Name of RSO or Department/Unit/ Faculty	
Name of Event Contact	
Job/Position Title	
York Email Address	
Cellular Phone Number	
Name of Signing Officer	
Job/Position Title	
Signing Officer York Email Address	
Event Details	
Event Start Date **Minimum 10 business days**	
Event End Date	
Event Start Time (include all prep time required)	
Event End Time (include all tear down time required)	

Event Frequency - If you are requesting multiple dates or times for an event (i.e., consecutive days, weekly, monthly, etc.), please list them here:

Event Title	

Event Description

Number of Participants	

Is a TUUS Application Required?

If "Yes" is answered to any of the questions in this section, a TUUS Application will be required.
Note: For Recognized Student Organizations, a Temporary Use of University Space Permit is required. If an application is not required, then once the space is confirmed, the TUUS Office will review for issuance of a permit.

Is this event open to external (non-York) participants/speakers/guests/VIPs? (Alumni are considered external)	☐ ○ Yes ☐ ○ No
Will food be served at this event?	☐ ○ On-campus food provider ☐ ○ Off-campus food provider ☐ ○ Non-perishable snacks from the grocery store (requiring no refrigeration) ☐ ○ No food will be served
Will alcohol be served at this event?	☐ ○ Yes ☐ ○ No
Does your event involve physical activity?	☐ ○ Yes ☐ ○ No
Does the event require security?	☐ ○ Yes ☐ ○ No
Is the event an outdoor and/or lobby space activity?	☐ ○ Yes ☐ ○ No

Is the event a film shoot?	☐ ○ Yes ☐ ○ No
Are admission fees being charged?	☐ ○ Yes ☐ ○ No
Does the event have any type of sponsorship by an external organization, such as financial or administrative support, or donation of materials?	☐ ○ Yes ☐ ○ No
Is the event open/advertised to the entire York community?	☐ ○ Yes ☐ ○ No
Will you be using any external services or suppliers (e.g. rental equipment, photographer, fitness coach, etc.)	☐ ○ Yes ☐ ○ No
Could this event be considered controversial that could lead to a disruption, conflict, or impact to academics/services?	☐ ○ Yes ☐ ○ No

Room Request Details

For your requested space, will you need access to built-in audio/visual equipment or a Service Request?	

Please list any service requests, computer, or audio/visual equipment (projector, microphones, etc.) required for your event.

How many rooms do you require?	
Space Requested - which type of space would you like to book?	☐ ○ Bergeron Centre (e.g. BRG 125) ☐ ○ Bethune (e.g. BC 205) ☐ ○ Calumet & Stong (e.g. SC 101) ☐ ○ LA&PS (e.g. FC 152) ☐ ○ **Lecture hall/classroom (e.g. ACE 001)** ☐ ○ Lobby/outdoor

	☐ ○ Osgoode (e.g. Moot Court) ☐ ○ Winters (e.g. WC 129) ☐ ○ York Lanes & Kaneff Tower (Note: These rooms are for internal department events and meetings. They are not available for student groups or classes.) ☐ ○ Other:
Is smudging part of your event? **Please refer to the Smudging and Pipe Ceremony Policy and Procedures for more information and guidance.** AVP Indigenous Initiatives can be contacted at avpii@yorku.ca.	☐ ○ Yes ☐ ○ No
Provide more information about the space you are requesting. Please ensure to include details if you are requesting more than one room.	