YU TEMPORARY USE OF UNIVERSITY SPACE APPLICATION MACH FORM

This form will be used in the interim for TUUS Permit Applications for **Recognized Student Organizations** and **Internal Department/Unit/Faculties**.

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.

Location and Eligibility

Campus/University Location	☐ Keele Campus (email this form to tuus@yorku.ca) ☐ Markham Campus (email this form to tuus@yorku.ca) ☐ Glendon Campus (email this form to reserve@glendon.yorku.ca)
Who is hosting this event?	☐ Internal Department/Unit/Faculty ☐ Recognized Student Organization (Must be recognized by SCLD)
Have you placed a hold on space?	☐ Yes (space must be booked prior to submitting your TUUS Application)

Contact Information

Name of RSO or Department/Unit/ Faculty	
Name of Designated Event Contact	
Job Title	
York Email Address	
Cellular Phone Number	
Will the Event Contact be on-site?	☐ Yes ☐ No
If no, please provide the On-Site Event Contact	
York Email Address of On-Site Event Contact	
Cellular Phone Number of On-Site Event Contact	

Event Details

Event Start Date	

Event End Date	
Start Time (include all prep time required)	
End Time (include all tear down time required)	
Does this event repeat or have multiple dates?	☐ Yes ☐ No
If Yes, please provide the other dates and times. The event details must be the same or clearly outlined for each date.	
Event Type (e.g. Seminar, Conference, Meeting, etc.)	
Is smudging part of your event?	☐ Yes ☐ No

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.

Will there be any participants under the age of 18?	☐ Yes ☐ No
If Yes, please specify the age range	
Event Title	

Event Description

Is this event an annual activity?	☐ Yes ☐ No
***Please upload a complete event program that outlines all activities that will be taking place in the space**	When submitting your TUUS Application, please include an event program as a separate PDF attachment.

Number of York Staff or Recognized Student Organization representatives attending the event from the Department/Unit/Faculty/RSO responsible for the event	
Number of Guests attending the event affiliated with York University (faculty, staff, student)	
Number of Guests attending the event that are considered external to York University (alumni, Seneca students, from other organizations/post-secondary institutions)	
Total number of participants at the event. (Total of all categories above)	
External Attendees. Please specify (e.g. alumni, students from other post-secondary institutions, general public, N/A - all attendees are internal/affiliated with York University, etc.)	
Will there be a VIP/High Profile Guest invited to the event? **(e.g. municipal, provincial or federal government representatives, members of Royal Families, foreign Heads of State, diplomatic staff and other international delegates, celebrities and/or public figures who attract media attention and/or require additional security)**	☐ Yes ☐ No
If Yes, please provide the name of VIP/High Profile Guest(s) and Organization affiliated with	

Event Location

Please identify the type of space you are requesting (e.g. lecture hall, seminar room, college function room, lobby, etc.).	

Please provide the location(s) below (e.g. Founders Assembly Hall FC 152)

***Upload Room Confirmation from the reservation agent**	When submitting your TUUS Application, please include your booking confirmation as a separate PDF attachment. If using a lobby or outdoor space, please include the event set-up on a map of the area as well.

How will you ensure that the maximum capacity of the space will be adhered to (e.g.: Online registration, cap ticket sales etc.)?

Food Details

Will food be served at the event?	☐ Yes ☐ No
If Yes, what type of food will you be providing?	☐ Non-perishable snacks from the grocery store (requiring no refrigeration) ☐ On-Campus Caterer/Food Provider ☐ Off-Campus Caterer/Food Provider ☐ Food Truck ☐ BBQ ☐ No food will be served

Follow this link for the Food Truck Process, Application, and Regulations:
https://www.yorku.ca/foodservices/food-trucks/food-truck-application/

Name of caterer/food provider	
***If using an Off-Campus Caterer, please provide the Off-campus caterer/food provider green pass**	When submitting your TUUS Application, please include the Green Pass as a separate PDF attachment.
***If using an Off-Campus Caterer, please provide the Off-campus caterer/food provider insurance**	When submitting your TUUS Application, please include the COI as a separate PDF attachment.

What food do you plan to have at the event?

How will perishable food be maintained at a constant safe temperature?
(If all food is non-perishable, please enter N/A)

Alcohol Details

Will alcohol be served at this event?	☐ Yes ☐ No
If Yes, which liquor license provider will be catering this event?	

Please tell us more about alcohol service (e.g. cash bar, wine at dinner, open bar, drink limit etc.). If cash will be collected, please provide information on the cash handling process.	
Have you informed Community Safety of this event and the use of alcohol?	☐ Yes ☐ No
Have you arranged for SmartServe trained person(s) to check IDs at the event beyond the licensed catering staff?	☐ Yes ☐ No
How many non-drinking volunteers/staff will be present and designated to monitor event participants?	
What are the ages of the participants?	

Event Fees and Sponsorship

Is there an admission or donation fee for this event?	☐ Yes ☐ No
If Yes, Admission/Donation Fee	
Will money be exchanged at the event?	☐ Yes ☐ No

If yes, explain your cash handling process. Collecting cash on site increases the risk. Cashless processes are recommended.

Is this a fundraising event?	☐ Yes ☐ No
If Yes, name of Charity	
Is there any involvement from external organizations (i.e. sponsorship, funding support, promotional tables, vendors etc)?	☐ Yes ☐ No

If Yes, please provide a list of external organizations that will be involved and how they will be involved.

Event Resources

List the event resources that are required. (e.g. Audio Visual Equipment/Services, Registration Table/Chair(s), Security Services, Parking, etc.).

TUUS Regulation 5.14
In all instances, without exception, the use of private security staff or paid-duty police officers for an event on University premises must be coordinated through the Community Safety Department. No security staff external to the University, volunteer or otherwise, is permitted at a campus event without the prior written approval of the Community Safety Department.

Please provide more information about event resources selected. This is for TUUS information purposes and service requests directly with the service provider(s) are still required.

Community Relations – Impact and Event History

Will there be any sound amplification at your event?

- ☐ Yes
- ☐ No

If Yes, provide more details on the sound amplification at your event? (e.g.: drums or other instruments, megaphone, microphone, music either live or through a device).

If this event is outdoors, what steps will you take to minimize the impact to the residential community? (i.e. end time, lowering music at a set time, sending out noise notices etc.)

Have previous events caused any disruptions, experienced any disruptions or caused impact to academics or services?

- ☐ Yes
- ☐ No

If Yes, please expand on any past event history.

Could this event be considered controversial that could lead to a disruption, conflict, or impact to academics/services?	☐ Yes ☐ No

If Yes, please expand.

Physical Activity

Does your event involve moderate or high physical activity?	☐ Yes ☐ No

If Yes, list what moderate or high physical activity will be involved (i.e. dancing, skating, running etc.)

Will approved waivers be administered?	☐ Yes ☐ No
Are any volunteers/staff at the event trained in first aid?	☐ Yes ☐ No

Event Promotion

Will your event be advertised?	☐ Yes ☐ No
How will your event be promoted? (e.g. Social Media, event website, posters, etc.)	

Signing Authority Approval & Confirmation

Events require approval by a Signing Authority from the Faculty/Department or Recognized Student Organization hosting the event. **Please confirm if your event has received this approval.**	☐ Yes ☐ No
Name of Signing Authority	
Position of Signing Authority	
York Email Address of Signing Authority	
Confirmation **Events must adhere to all policies and procedures of York University, including the following: https://www.yorku.ca/tuus/policy-and-procedures/** **Copyright Information** **To find out more about SOCAN visit - https://copyright.info.yorku.ca/general-information-concerning-socan-and-resound-fees/** **The applicant agrees to be responsible for any costs directly related to the execution of this event.** **I hereby certify that I have the authority to sign this application and to approve this agreement.**	☐ I confirm that the application information is accurate and complete. ☐ I understand the University reserves the right to decline a request for temporary use of University space, withdraw permission for a previously approved event, postpone a previously approved event, and/or relocate a previously approved event. ☐ I have read and I agree to the University's Guideline and Regulation on Temporary Use of University Space.
York Email Address for Application Confirmation	

***NOTE FOR EVENT ORGANIZERS:**

Please upload the following as separate PDF attachments. Highlighted in YELLOW is mandatory. The others are supplementary, depending on your event details:

- Booking confirmation from reservation agent
- Event program/agenda
- Event set-up on floorplan or map (applicable for lobby and outdoor spaces)
- Relevant Certificates of Insurance (COIs)
- Green Pass and COI (if using off-campus catering)