



ST. THOMAS MORE COLLEGE

UNIVERSITY OF SASKATCHEWAN

FACILITY BOOKING FORM

PLEASE READ THIS FORM CAREFULLY TO UNDERSTAND YOUR OBLIGATIONS

- STM College Related Bookings: Any STM related event being hosted by a STM faculty, staff member, or student group.
- Other Bookings: Any non STM related event hosted by STM faculty/staff, any event being hosted by USask faculty/staff or student group or any event being held by a non campus group

TITLE OF FUNCTION: _____

PLEASE INCLUDE THE DAY OF THE WEEK

DATE: _____ ROOM: _____ START TIME: _____ END TIME: _____
 *(Please ensure that you have allowed sufficient time for set-up and take-down as NO over-runs are permitted)

EXPECTED NUMBER OF PEOPLE IN ATTENDANCE: _____

DESCRIPTION OF FUNCTION/EVENT:

Include nature of event, type of entertainment, speaker name, lecture/play content and subject matter, audience expected to attend

NAME OF ORGANIZATION/GROUP: _____

DESCRIPTION OF ORGANIZATION/GROUP:

ORGANIZATION/GROUP TYPE: [CHECK AS APPROPRIATE]

- | | | |
|---------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> STM COLLEGE RELATED | <input type="checkbox"/> NON-PROFIT/COMMUNITY SERVICE GROUP | <input type="checkbox"/> OTHER (please explain):
<div style="border: 1px solid black; height: 50px; width: 100%;"></div> |
| <input type="checkbox"/> CATHOLIC DIOCESE RELATED | <input type="checkbox"/> USSU RATIFIED STUDENT GROUP | |
| <input type="checkbox"/> CATHOLIC SCHOOL DIVISION | <input type="checkbox"/> USASK MEETING/EVENT | |
| <input type="checkbox"/> STM STUDENT GROUP | <input type="checkbox"/> PRIVATE BUSINESS | |

ORGANIZATION INSURANCE:

* The use of STM space by external groups requires the organization to hold comprehensive general liability insurance covering bodily injury and property damage in an amount of \$2,000,000 per occurrence. Please note that a certificate of insurance or copy of insurance policy showing the aforementioned may be requested.

Does your organization have a \$2,000,000 liability insurance policy? Yes No STM College Related Booking

PRIMARY CONTACT INFORMATION: [MUST BE PRESENT AT FUNCTION]

NAME & TITLE: _____
 PHONE NUMBER: (W) _____ (H/C) _____ (EMAIL) _____

SECONDARY CONTACT INFORMATION:

NAME & TITLE: _____
 PHONE NUMBER: (W) _____ (H/C) _____ (EMAIL) _____

ROOM RENTAL RATES:

- Auditorium:** \$ 150.00 / hr. + GST if Applicable (Includes use of the podium/mic and projector as it is normally set-up)
- Class/Board/Seminar Rooms:** \$ 80.00 / hr. + GST if Applicable (Does NOT include the use of the AV equipment)
- Cafeteria:** \$ 100.00 / hr. + GST if Applicable (Does NOT include any AV equipment)
- Library:** \$ 150.00 / hr. + GST if Applicable (Does NOT include any AV equipment)
- Atrium:** \$ 150.00 / hr. + GST if Applicable (Does NOT include any A/V equipment)

STM WEBSITE PROMOTION REQUIREMENTS:

Do you want the event/function posted on the STM webpage? Yes No

For STM website calendar posting, please include advertised start time: _____

CATERING PROVIDED BY CHOICES:

Do you require catering by CHOICES at STM for your event? Yes No External: _____
Name of External Food Provider

If yes, please contact CHOICES at STM's catering manager (306-966-6006 or jphillips@stmcollege.ca) to make arrangements.

If using Choices, have arrangements been made? Yes No _____
If 'Yes' Executive Chefs signature [Jarrid Philips] is required

If you answered no to the above question:

For external bookings, please contact Choices catering manager at 306-966-6006 or jphillips@stmcollege.ca to make arrangements.

For internal bookings, please indicate below what internal catering form(s) you require and they will be sent to the email provided on page one:

- Breakfast [available between 8:00 am - 11:00 am] Lunch / Dinner [available from 11:00 am - 3:00 pm]
- Break / Reception [available from 11:00 am - 3:00 pm]

Will there be alcoholic beverages served at this function/event? Yes No

IF YES: STM's liquor policy requires the APPROVAL of STM's CFO. You must fill out the "Application For a Function at Which Liquor Will Be Served"

Have you filled out the "Application For a function at Which Liquor Will Be Served" form? Yes No

Do you need the "Application For a function at Which Liquor Will Be Served" form to be sent to you? Yes No

The form will be sent to the primary contact's email

INFORMATION TECHNOLOGY & AV EQUIPMENT REQUIREMENTS:

Do you require AV or IT services for your event? Yes No

If 'Yes' contact email helpdesk@stmcollege.ca to make arrangements, and to receive a quote. You are required to contact IT Services a minimum of two weeks before your function.

MAINTENANCE REQUIREMENTS:

_____ Flip Chart / Whiteboard _____ Tables - How Many _____ Chairs - How Many

Rate for extra maintenance when building is closed: \$60.00 / Hr. + GST

Instructions/Other (Please Specify):

Terms of Agreement

Catering & Liquor Services

Choices will evaluate each catering request individually to determine whether or not it is something they can fulfil. If you wish to use an external caterer, this will require college approval beforehand. Guidelines for using an external caterer must be abided by.

Choices requires at least two weeks notice to fulfil catering requests. We recommended that you advise Choices at STM of the required catering services needed upon booking the event. Any further changes to your catering services arrangements after booking cannot be guaranteed. If STM provides these additional catering services, normal charges will apply. **A reduction in catering services will not result in any reduction of the original agreed upon catering charge (subject to increases as described above.)**

STM's liquor policy requires the approval of CFO Derrin Raffey. Please note, you must fill out the *Application For a Function at Which Liquor Will be Served*. **If this form is not filled out in sufficient time to receive approval you will not obtain the liquor permit and therefore cannot serve alcohol at your event.**

Please Note: Rental fee for the cafeteria will be waived if \$2,000.00 or more is spent on catering at CHOICES at STM.

IT, AV, and Equipment Requirements

If you require IT & equipment for your event, Please advise STM on required IT & equipment services upon booking you room by contacting STM's IT department at helpdesk@stmcollege.ca. You will discuss your needs and requirements for your event. You will also obtain a cost estimate when necessary. **Contact must be made at least TWO WEEKS prior to your function/event.** IT and AV support and equipment is NOT guaranteed to be available. IT and AV support and equipment will NOT be guaranteed if you are booking less than two weeks before your event.

Changes to IT & Equipment services CANNOT be guaranteed. If STM provides additional IT & equipment services after the initial booking, charges will apply. Reduction in IT & equipment services will NOT result in any reduction of the original agreed upon IT & equipment services charge. Any additional services or equipment made after the initial agreement are subject to additional costs onto the original agreement.

Please Note: All equipment charges are for the duration of your booking, NOT only the portion that the equipment is in use.

Maintenance Requirements and Room Configuration

Please advise STM on required room configuration upon booking the event. Any further changes to room configuration after booking cannot be guaranteed. If additional room configuration is required after booking, additional room charges may apply. A reduction in room configuration requirements will NOT result in any reduction of the original agreed upon room charge (subject to increases as described above).

No overruns are permitted. Any event running past the end of regular building hours will be charged a fee to compensate for additional cost incurred by the college.

Insurance

STM may request a certificate of insurance or copy of insurance policy showing that the organization has comprehensive general liability insurance covering bodily injury and property damage in an amount of \$2,000,000 per occurrence. The certificate or policy must name St. Thomas More College as an 'additional named insured' (with respect to operations of the insured only).

Renter's Statement of Responsibility:

On behalf of the organization I represent, I assume responsibility for the use of the facility in accordance with the St. Thomas More College facility use policies and procedures. I also agree that the organization that I represent will assume financial responsibility for all requested services rendered by STM for my group whether or not indicated on this form.

Please sign below it indicate that you understand, know what you must do, and agree to the stipulations listed above.

Applicant Signature

Submission Date

To Be Filled Out By College Personal Only

College Approval:

Room Rental Fee Waived:

IT/AV Charges Apply:

CFO Signature

IT Manager Signature

Comments/Instructions: