



ST. THOMAS MORE COLLEGE

UNIVERSITY OF SASKATCHEWAN

1437 College Drive, Saskatoon, SK, S7N 0W6

306-966-8900

FAX: 306-966-8904

Internal Facility Use Request Form

Please read this form carefully to understand your obligations

Name of Organization/Group: _____

Address: _____

Contact Name & Title: _____

Contact Phone No.: (Work) _____ (Home) _____ (Fax) _____

Email: _____

St. Thomas More College Facility Requested: _____

(If Chapel, please contact Campus Ministry at 966-8931)

Date(s) requested (please include day of the week): _____

Start Time: _____ End Time: _____ No. of people attending: _____

(Please ensure that you have allowed sufficient time for your function/event as NO over-runs 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.)

Please post on STM Website: YES NO

For STM Website Event Calendar posting - please include **advertised** start time: _____

Title of function or event: _____

Event to be held in Library? Yes No approved by: _____ (Donna Brockmeyer initials)

Organisation/Group Type: (check as appropriate):

STM College related Catholic Church related USSU Ratified Group

University of Saskatchewan group Non-profit/community service group Private Business

Other: (please explain) _____

Description of organization/group requesting to use STM facilities:

Description of Function/Event: (including nature of the event, type of entertainment, name of speaker, content of lecture/play including subject matter, the audience expected to attend, whether tickets will be sold, etc.)

CATERING:

Use of external catering, other than Choices at STM, for events held in the College is NOT permitted.

Do you require catering by Choices at St. Thomas More for your event? Yes No

If YES, please Contact Choices at St. Thomas More - Catering Manager at 966-6006 to make arrangements.

Arrangements made? Yes No _____ (Choices Manager Initial)

Will alcoholic beverages be served at this event? Yes No

If Yes, policy requires approval of Chief Financial Officer as well as other restrictions.

Note – Please fill out “Application for a Function at which Liquor will be served”

Requires signature of Choices’ Executive Chef

Important: Choices requires at least 2 weeks’ notice to fulfill catering requests. It is recommended that you advise Choices at STM on the required catering services upon booking the event. Any further changes to required catering services 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).

MAINTENANCE REQUIREMENTS:

(i.e. room set-up, etc.)

Flip Chart/Whiteboard Other: _____
 Tables – How Many? _____
 Chairs – How Many? _____

Important: 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).

Rate for extra Maintenance when building is closed: \$60.00 per hour

Room Rental Rates:

Auditorium: \$150.00 per hour (includes the use of the podium/microphone and projector as it is normally configured)

Classroom/Boardrooms/Seminar Rooms: \$80.00 per hour (does NOT include the use of the AV equipment)

Cafeteria: \$100.00 (does NOT include any AV equipment)
Rental fee waived if more than \$2000 spent on catering at Choices

Atrium: \$150.00 per hour (does NOT include any audio/visual equipment)

INFORMATION TECHNOLOGY & AV EQUIPMENT REQUIREMENTS:

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

If Yes:

(Contact: support@stmcollege.ca or phone through the college main office 306-966-8900. Contact the IT department to discuss details of your requirements and obtain a cost estimate when necessary. Contact must be made at least two weeks prior to your event. IT and AV support and equipment is not guaranteed to be available. Options will be discussed when we are contacted by you.)

Rate Table (for information purposes only)

Classroom or Cafeteria <i>(equipment charge)</i>	\$45.00 per hr.
Auditorium (extra equipment) or Atrium <i>(equipment charge)</i>	\$60.00 per hr.
Operator/Technician – 8:00 a.m. – 5:00 p.m.	\$40.00 per hr.
Operator/Technician – Evenings & Weekends	\$80.00 per hr.

All equipment charges are for the duration of your booking, not just the portion that the equipment is in use.

Important: Please advise STM on required Information Technology & Equipment services upon booking the event. Changes to Information Technology & Equipment services cannot be guaranteed. If STM provides these additional Information Technology & Equipment services, described charges will apply. Reduction in Information Technology & Equipment services will not result in any reduction of the original agreed upon Information Technology & Equipment services charge (subject to increases as described above).

Signature for Organization Date

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

To submit electronically, save document as: **"Facility Request (event name)" and send to mellis@stmcollege.ca**

OFFICE USE ONLY "Facility Request (event name)" and send to stm@stmcollege.ca

- Circulation:** Dean's Office Maintenance Choices on Campus Marketing & Communications
 IT Department Campus Ministry Chief Financial Officer

Comments:

College Approval: _____ **Date:** _____
(Chief Financial Officer)