

# ST. THOMAS MORE COLLEGE FACILITY USE REQUEST

PLEASE READ THIS FORM CAREFULLY TO UNDERSTAND YOUR OBLIGATIONS

- ☐ **STM COLLEGE RELATED BOOKINGS:** A STM related event being hosted by a STM faculty, staff member, or student group.
- ☐ **OTHER BOOKINGS:** Any non-STM event hosted by STM or USask faculty, staff, student groups, or external organizations.

## "OTHER BOOKINGS" GROUP INFORMATION

Only "Other Bookings" (As selected above) Fill Out This Section

Name of Group/Organization:

Description of Group/Organization:

## ROOM USE INFORMATION:

Function Title:

Start Date:End Date:Start Time:End Time:

Ensure that you have allowed sufficient time for set-up and take-down as no over-runs are permitted.

Room(s) Requested:

List all requested rooms. If multiple dates or times are needed, write "See Attached" and include a separate sheet with room names, dates, and times.

Estimate Attendance #:

Description of Function:

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

## ORGANIZATION/GROUP TYPE:

☐ STM COLLEGE RELATED

☐ CATHOLIC DIOCESE RELATED

☐ USASK MEETING/EVENT

☐ NON-PROFIT

☐ STM RATIFIED STUDENT GROUP

☐ CATHOLIC SCHOOL DIVISION

☐ USSU RATIFIED STUDENT GROUP

☐ COMMUNITY SERVICE GROUP

☐ PRIVATE BUSINESS

☐ OTHER:

## ORGANIZATION INSURANCE:

External groups must carry \$2M liability insurance per occurrence, naming St. Thomas More College as an additional insured. Proof may be requested.

Organization/group has \$2,000,000 liability insurance policy? ☐ Yes ☐ No ☐ STM College Related Booking

## CONTACT INFORMATION:

**PRIMARY CONTACT****MUST BE PRESENT AT FUNCTION**

FULL NAME:

PHONE NUMBER:

DAY OF PHONE #:

EMAIL:

**SECONDARY CONTACT****REQUIRED FOR ALL BOOKING REQUESTS**

FULL NAME:

PHONE NUMBER:

DAY OF PHONE #:

EMAIL:

## CATERING + LIQUOR

USask Food Services has first right of refusal for catering and liquor at STM events.

- Have you made liquor arrangements with Usask Culinary Services?

☐ Yes ☐ Not Yet ☐ Liquor will not be served
- Have you made catering arrangements with Usask Culinary Services?

☐ Yes ☐ Not Yet ☐ They are not available ☐ Don't Need
- ☐ I would like to use an external caterer\*

## \*External Caterer Request:

Name of Caterer:

Reason to Use:

College Approval:Comments/Instructions

## IT SERVICES + EQUIPMENT

If 'Yes', contact STM IT at helpdesk@stmcollege.ca at least 2 weeks in advance.

Do you require IT, AV, Equipment for your booking? ☐ Yes ☐ No

## STM WEBSITE PROMOTION:

If 'Yes' is selected, page 3 must be completed. Verbal confirmation with Marketing is not sufficient; written details are required.

I would like my function posted on the STM webpage: ☐ Yes ☐ No

## MAINTENANCE REQUEST(S):

Questions regarding maintenance assistance, email draffey@stmcollege.ca with subject "Room Booking Maintenance Needs."

# TERMS OF AGREEMENT

## ROOM RENTAL RATES:

<b>Class/Board/Seminar RM</b> <b>\$ 80/hr + GST if Appl.</b> Does not incl. A/V equipment	<b>Cafeteria</b> <b>\$ 100/hr + GST if Appl.</b> Does not incl. A/V equipment	<b>Library</b> <b>\$ 150/hr + GST if Appl.</b> Does not incl. A/V equipment	<b>Atrium</b> <b>\$ 150/hr + GST if Appl.</b> Does not incl. A/V equipment	<b>Auditorium</b> <b>\$ 150/hr + GST if Appl.</b> Incl. podium/mic/projector
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## CATERING SERVICES :

All catering for all events, whether internal or external that take place at STM, must be arranged through USask Culinary Services, as they hold exclusive rights to provide catering within STM. This policy is non-negotiable, and no exceptions will be granted.

If USask Culinary Services is unable to cater for you, you may request to use one of STM's approved external vendors. This request must include Information on the external caterer you wish to use (see page one under "Catering and Liquor"). Please not that external catering use requests will be handled on a case by case basis. Do not make arrangements until you have received approval from the college regarding your request.

## LIQUOR SERVICES :

All liquor services for internal and external, bookings must be arranged through USask Culinary Services. **This is not negotiable and exceptions will not be granted.** If you require liquor provided for your booking, once your booking is approved, please contact Usask, <https://usask.catertrax.com/>, to arrange liquor provisions once you have received word that your booking has been approved by STM.

You are required to fill out both the Campus Booking Form (A Fillable PDF version is located on the Policies and Forms SharePoint site), and a Special Occasion Non-Sale Permit via Saskatchewan Liquor and Gaming Authority (SLGA): <https://www.slga.com/permits-and-licences/liquor-permits/special-occasion-permits/non-sale>.

Please note, that you will need to create an account in order to request the permit. When you are filling out the form, Derrin Raffey (COO) is required to be the primary contact on the form.

## IT AND AV REQUIREMENTS :

If your event requires IT or AV equipment and support, please notify STM's IT Department at the time of booking by contacting: [helpdesk@stmcollege.ca](mailto:helpdesk@stmcollege.ca)

You will be able to discuss your event's technical needs and, if applicable, receive a cost estimate.

Important Notes:

- Contact must be made at least two weeks prior to your event.
- IT and AV support/equipment is not guaranteed, especially for bookings made with less than two weeks' notice.

Changes to IT and equipment services cannot be guaranteed after your initial booking. If additional services are provided beyond the original agreement, extra charges will apply. Reductions in services will not result in a refund or price adjustment. Any additions made after the initial agreement will be treated as add-ons and charged separately.

**Please Note: All equipment charges are for the duration of your booking.**

## MAINTENANCE REQUIREMENTS AND ROOM CONFIGURATION :

Please inform STM of your required room configuration at the time of booking. Changes to the configuration after booking cannot be guaranteed.

If additional setup is requested after the initial booking, additional room charges may apply. A reduction in room configuration requirements will not result in a reduction of the original agreed-upon room charge, and charges may still increase based on any added services.

No event overruns are permitted. Any event that extends beyond STM's regular building hours will incur additional charges to cover the extra costs to the college.

## INSURANCE :

STM may require a certificate of insurance or a copy of the insurance policy confirming that the organization holds comprehensive general liability insurance covering bodily injury and property damage in the amount of \$2,000,000 per occurrence.

The certificate or policy must also name St. Thomas More College as an "additional named insured" (with respect to the operations of the insured only).

## RENTER'S STATEMENT OF RESPONSIBILIY :

On behalf of the organization I represent, I accept full responsibility for the use of STM facilities in accordance with St. Thomas More College's facility use policies and procedures. I further agree that the organization will assume financial responsibility for all services requested and rendered by STM for our group, regardless of whether those services are listed on this form.

**By signing below, you confirm that you have read and agree to the above stipulations. Your signature acknowledges that you understand your responsibilities and the requirements that must be met prior to your booking.**

<div></div> <div>APPLICANT SIGNATURE</div>	<div></div> <div>SUBMISSION DATE</div>
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### TO BE COMPLETED BY COLLEGE PERSONNEL ONLY

COLLEGE APPROVAL	IT APPROVAL
Fees: <div></div>	Fees: <div></div>
<div></div> <div>CHIEF OPERATING OFFICER (OR DESIGNATE)</div>	<div></div> <div>SYSTEM ADMINISTRATOR (OR DESIGNATE)</div>
Comments + Instructions <div></div>	Comments + Instructions <div></div>

CAMPUS MINISTRY IS AWARE OF CHAPEL USE	LIBRARY IS AWARE OF LIBRARY USE
<div></div> <div>G. ROMPRE (OR DESIGNATE) IS AWARE (WILL NOTIFY THEIR TEAM)</div>	<div></div> <div>M. NORD (OR DESIGNATE) IS AWARE (WILL NOTIFY THEIR TEAM)</div>

Please ensure the entire form is completed before submitting. Send submissions via email to: [mainoffice@stmcollege.ca](mailto:mainoffice@stmcollege.ca)

# STM WEBSITE PROMO:

Organizers are welcome to contact Paul Sinkewicz, Marketing, Communications, and Development Assistant, directly at [psinkewicz@stmcollege.ca](mailto:psinkewicz@stmcollege.ca) or (306) 241-6818 cell to ask questions or provide resources.

## Event Details:

Name of Event:	<input type="text"/>		
Start Day:	<input type="text"/>	End Day:	<input type="text"/>
Start Time of Event:	<input type="text"/>	End Time:	<input type="text"/>

## Summary of Event:

This will be the promotional blurb attached with your event on the website

Is there any costs for attendees? ☐ Yes ☐ No

If yes, how much and for what:

Will there be any guest lecturers, etc.? ☐ Yes ☐ No

If yes, who:

Will there be any activities? ☐ Yes ☐ No

If yes, what:

Will refreshments be provided during this function? ☐ Yes ☐ No

Will attendees need to register in order to attend? ☐ Yes ☐ No

Will attendees be required to purchase tickets in order to attend? ☐ Yes ☐ No

## Contact:

Who can be contacted if people have questions? This will be included on the website post.

Contact Name:	<input type="text"/>
Contact Website:	<input type="text"/>
Contact Email:	<input type="text"/>
Contact Phone Number:	<input type="text"/>

## Related Links

## Related Documents:

List the Documents you want included with the website promo (i.e. Poster):