



UNIVERSITY OF WATERLOO – EVOLV1 BOOKING REQUEST FORM AND SPACE BOOKING GUIDELINES

1. Overview

In accordance with **Policy 15, Bookings - Use and Reservation of University Facilities for Activities Not Regularly Timetabled**, the University of Waterloo Evolv1 location will make its classroom facilities available, whenever possible, to the University community and outside organizations for activities compatible with the purpose of the institution.

Notwithstanding the above, the University of Waterloo reserves the right to refuse space to any group, at its discretion.

2. Who Can Book

The priority use of space at the University of Waterloo Evolv1 location is for academic credit courses approved by senate and includes classes, tutorials, seminars, and discussion groups related to credit courses. Once academic scheduling is complete, space becomes available for non-academic/ad hoc use.

3. Room Rental Fees

Classroom Rental	
Rate (per hour)	Rate (per day)
\$100	\$1,000

Please note an additional charge of \$120 will be applied for cleaning for any events scheduled outside regular University operating hours.

There may also be additional costs for security – please see section 7 for details.

4. To Make Reservations

To request space, all inquiries should sent to evolv1eventbookings@uwaterloo.ca

Off-Campus organizations are required to apply, four weeks in advance.

All requests will be considered, upon receipt of a completed Room Booking Request Form, Upon approval, a written confirmation of your booking will be issued, normally within five business days.

5. Signs and Banners

Before any signs and banners may be installed on campus, permission must be granted by the Faculty of Environment.

6. Sale of Merchandise and Services

Sale of merchandise and services are not permitted.

7. Security

There is no round the clock onsite security stationed at Evolv1. As such, a security guard will be provided for events taking place outside regular operating hours at a cost of \$44.00 per hour with a 4 hour minimum charge. There may be additional charges for events taking place on busy days such as St Patricks day, frosh week etc.

In the case of an onsite emergency please call 911.

Any incidents, accidents or emergencies must be reported to evolv1eventbookings@uwaterloo.ca immediately.

ROOM BOOKING REQUEST FORM

Contact Information

Booking Request Organizer:

Department, Club, Student, or External Group Name:

Telephone Number:

Email Address:

Is there an entrance or registration fee for participants attending this event? Yes No

Is there a vendor fee being charged for this event? Yes No

Will there be vendors selling goods or services at this event and/or receiving funds? Yes No

Customer Type:

Event Information

Event Contact (Day of, if different from above):

Meeting/Event Name:

Event Start Date: Start Time:

Event End Date: End Time:

Approximate setup time required: Approximate tear down time required:

Brief Description of Event
Including the Name of
Speakers or Presenters:

Maximum Number of Attendees:

Is this a recurring event? Yes No

Is there alcohol being served: Yes No

Is there catering at this event? Yes No

Is there music at this event? Yes No

WIFI Requirements

Wi-Fi

Number of users:

What else should we know?

Please return completed form to evolv1eventbookings@uwaterloo.ca

TERMS AND CONDITIONS

Operating Hours

The University of Waterloo Evolv1 regular operating hours are Monday to Friday 9:00 AM - 4:00 PM. During these operating hours, rooms are accessed by checking in through evolvGREEN reception desk.

Rental, Tech Support and Additional Costs

- Rental will not be considered for ticketed events.
- Custodial Services are billed at a minimum four hour service at a rate of \$24.00 per hour + HST for bookings held outside regular University operating hours.
- For events outside regular operating hours a security guard will be provided at a charge of \$44.00 per hour at a minimum 4 hour charge. For any events where alcohol will be served 2 guards will be required. There may be additional charges for security during peak times.
- Events requiring additional security will not be approved.
- Technical support for internet and equipment will not be available outside regular University operating hours.

Food and Beverage

The provision of alcoholic beverages and bartending services for on-campus events, may only be provided by Catering & Event Services at the University of Waterloo. To arrange for the service of alcoholic beverages, requests must be directed to Catering & Event Services a minimum of three weeks prior to the date of the proposed event and reserves the right to refuse bar service at their discretion. Catering & Event Services will: arrange for the purchase, delivery and safe-keeping of all alcoholic beverages required; arrange to deliver all supplies to the site of the event; provide bartender service; and, if necessary, establish prices for all alcoholic beverages sold from the bar.

Cancellations

Due to the high demand for University of Waterloo space, the user must notify the Evolv1 Event Booking Coordinator immediately if their event is cancelled or if the space is no longer required. Bookings will be monitored for 'no-shows' and future requests from the user and organizations that fail to notify may be denied.

User Responsibilities

- A. Provide a detailed agenda complete with final space requirements and event needs no less than 1 week prior to booking.
- B. Provide the services of support staff to organize and carry out activities.

- C. Set furnishings to user's needs and specifications. All furnishing must be moved back to its original position before leaving the facility.
- D. Leave facilities in a clean and orderly condition so as to not disrupt the daily operations of conducting classes. If the space is not left in a satisfactory manner, billable services may be charged.
- E. Report any and all damages immediately to the Events Booking Coordinator.

Notify the campus of any changes in the delivery of the proposed program (dates, times, locations, expected numbers).
- F. Arrange for any and all special equipment or additional services, including, but not limited to: catering, staging, additional seating, etc.
- G. Return access cards and AV fobs

I agree with the above Terms & Conditions in their entirety.

Print Name:

Date:

Signature:

Contact: Evolv1 Events Booking Administrator
University of Waterloo
evolv1eventbookings@uwaterloo.ca

FOR INTERNAL USE ONLY

Accepted: Date:

Declined:

Reasoning (if applicable):

Rental Fee: