



UNIVERSITY OF TORONTO FACULTY OF DENTISTRY

ROOM BOOKING POLICY AND PROCEDURES FOR STUDENTS

Room bookings are for student use only by student clubs/organizations that offer services that benefit the students. All other external organizations must contact Student Services for booking information.

Booking Procedure

All requests for an external organization to provide a presentation to DDS students within the Faculty of Dentistry must be directed to Dr. James Posluns, Assistant Dean, Clinics, in Room 206 before entering into any agreement with an organization for an event.

Room(s) must be booked a minimum of 5 days in advance and are based on space availability at the time of your request. All bookings must be made through the Student Services Office by completing the attached Room Booking Form. Please include the time required for set up and take down as well as the actual duration of the event when making your room booking request.

Guidelines for Use of Rooms

1. If you must move the furniture in the room(s), it is your responsibility to set it up exactly the same way as it was found. If the room is not returned to its original setting there will be a minimum charge of \$120.00 to bring movers in to reset the room.
2. Food and non-alcoholic beverages are permitted. Please make sure that all trash is put into the appropriate receptacles and that the tables are left clean.
3. All alcohol on the St. George Campus must be purchased through the Beverage Services Department. Service staff must be trained under the University's own Server Training Program. All events where alcohol is served must meet applicable criteria. For additional information contact Beverage Services (416) 978-6415.
4. You and your organization will be held liable for any theft and/or damage to the facility.

Audiovisual Requests

The following rooms have a full complement of audiovisual equipment:

Auditorium, Rooms 170, 171, 347, 360, 361 and 509. All other rooms will require equipment to be booked through Information and Instructional Technology Services help@dentistry.utoronto.ca or you may bring your own.

Cancellations

Cancellations can be made any time up to the booking without penalty.

STUDENT SERVICES OFFICE

104-124 Edward Street, Toronto/Ontario/ M5G 1G6 Canada
Tel: +1 416-864-1111 • <http://www.dentistry.utoronto.ca>



UNIVERSITY OF TORONTO
FACULTY OF DENTISTRY

STUDENT ROOM BOOKING REQUEST FORM

To be completed and submitted to the Student Services Office. Room bookings are based on space availability. A roombooking confirmation reply will be sent to your University of Toronto email address.

Name of Student Group (in full): _____		
Name of the Meeting / Event: _____		
Description of event: _____		
Primary Contact: _____		
University of Toronto email: _____@mail.utoronto.ca		
Date: _____		
Time: From: _____ To _____ # of Attendees expected _____		
Specific Room Request (Room Number or Name): _____		
Will this event be advertised e.g. posters, ads, etc.? Yes No		
If Yes , please note advertisements may be placed only in classrooms, basement, change rooms and on notice boards. Please ensure posters are removed immediately after event.		
Will this event contain academic material? Yes No		
If Yes , authorization by the appropriate Course Coordinator must be obtained.		
_____ Course Director (Print name) Signature of approval from Course Director		

PLEASE COMPLETE BELOW FOR EXTERNAL PRESENTATIONS ONLY

Will this event be sponsored by an external organization? Yes No		
If Yes , please provide the Company Name: _____		
Is the Company providing a donation? Yes No		
How much? _____		
Is the Presentation Agreement form signed and attached? Yes No		
_____ Signature of approval from Dr. J. Posluns		

FOR ADMINISTRATIVE PURPOSES ONLY

Date Received: _____ Reviewed and Signed by: _____

Room # Assigned: _____ Date Approved: _____

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