

Today's date: _____

- SFSS Club
 DSU
 Student/Personal

Group Name (FULL): _____

Contact Name: _____ Phone Number: _____

Email: _____

Alternate Contact: _____ Phone Number: _____

Email: _____

Event Title: _____ # of people attending: _____

Will food be served? _____ (If yes, please specify below) Will there be extra noise? _____

Catering (SFU Dining Services) Self-Catered (please speak to staff) Alcohol will be served

ROOM BOOKING POLICIES:

- Dividing walls are moveable, but by staff ONLY from 9:00am - 4:00pm, Monday to Friday. Other arrangements (weekends and after hours) must be made in advance.
- All chairs and tables must be placed in original configure, as per the diagram on the wall of each room.
- All garbage and event materials must be removed from space after the booking is finished.
- All windows must be shut completely before leaving the room.
- **Refundable Security Deposits:** All weekend bookings for clubs/DSU: \$60; All personal student bookings: \$30.

Any violation of the above polices will result in 3 warnings: First, a \$30 fine will be imposed; Second, a \$60 fine will be imposed; Third, all SFSS booking privileges will be revoked for the remainder of the semester.

SIGNATURE: _____

DATE: _____

This form has been created in compliance with the Personal information Protection Act. The personal information you provide will be used solely for Room Bookings & SFU Security. By providing it, you give the Simon Fraser Student Society consent to use this information in this way only. This information will be kept confidential and will not be sold or traded to any other organization. If you do not consent to this, please refrain from providing us with your information. In addition, by signing you are agreeing to paying any fines due to violation of any of the above room booking policies.

CONFIRMED ROOM BOOKING DETAILS (OFFICE USE ONLY)

Room(s) Confirmed: _____

Day(s) Confirmed: _____

Times(s) Confirmed: _____

Additional Info/Comments: _____

Client Notified

Security Deposit paid

Security Notified

Amount: _____

STAFF INITIALS: _____