RESIDENTS’ USE OF MEETING ROOM – APPLY AT RESIDENCE OFFICE

Lease Holder 1: ___________________________________________ Lease Holder 2: ___________________________________________

Building: _______ Apartment: _______ Phone#: ___________________________ E-mail: ___________________________

Date(s) Required: (dd/mm/yyyy) ______________________________ ________________ (4 hour maximum, between 10:00 am to 11:00 pm)

Time (From): _______ (To): _______ (4 hour maximum, between 10:00 am to 11:00 pm)

Approximate. Number of Persons Attending: ____________ (1 of the leaseholders reserving the room must remain at all times)

Purpose of Use: The Meeting Room can only be used for study groups or meetings.

Is this for a Meeting? Yes / No
Is this for a Study Group? Yes / No
Is this for another type of activity? Yes / No
If Yes, please explain: _______________________________________________________________________________________

RULES AND REGULATIONS FOR USE OF MEETING ROOM

✓ Only Leaseholders are permitted to book and use the Meeting Room for private use.
✓ The leaseholder(s) of the apartment that reserved the room must be present at all times during the booking.
✓ At the booked date and time:
  1. Call Security
  2. Access will not be provided to anyone other than the resident who booked the room, and only if that resident shows proper identification and a copy of this Agreement (booking) form.
✓ Events held in the Meeting Room cannot be advertised in advance of the event to residents of the building or externally unless it is a Residence Life Office event or if advertising has been explicitly approved by the Residence Office.
✓ This room is not permitted to be used for canvassing, soliciting, recruiting, or promotions by the resident.
✓ The conduct and safety of the people occupying the room is the sole responsibility of the applicant.
✓ Food & Alcohol are prohibited in the Meeting Room. Please keep all beverages in enclosed containers.
✓ Any and all damages caused to the facilities by anyone attending the function will be the sole responsibility of the applicant.
✓ All events must end 15 minutes prior to the booking end in order to allow for clean up
✓ Furniture must be returned to its original layout when leaving.
✓ The Meeting Room will be made available on a first-come, first-served basis to residents.

THE RESIDENT ALSO AGREES AND ACKNOWLEDGES THE FOLLOWING:

✓ All children under the age of 12 are accompanied by an adult at all times, whether in the Meeting Room, on the Rooftop Garden adjacent to the Meeting Room, or any other area of the building.
✓ There should be no more than 8 children to one adult in the room at any given time unless the event is a Residence Office approved event and proper supervision has been provided.
The Rooftop Garden can be accessed only from its main entrance, and not through the door inside the Meeting Room. The Rooftop Garden is available for use by all tenants and cannot be reserved at any time. Please check the hours of operation of the Rooftop Garden (as posted at the main entrance).

I understand and acknowledge that certain risks of injury, loss, damage or harm are possible during my personal use of the booked room, and I agree to indemnify and save harmless THE UNIVERSITY OF TORONTO, its officers, employees, agents and volunteers from and against any injury, loss, damage or harm, including loss of life, that may befall me, my guests or my family during the use of the reserved room.

I am financially responsible for all property damage and/or repair/replacement/cleaning expenses in the room that may occur.

I will indemnify and/or compensate the University of Toronto or its agents for any loss or liability suffered by said University and agents as a result of my direct or indirect use of the room.

I am responsible to ensure that the room is cleaned and restored to its former condition after my use, and to ensure that all recycling or garbage is removed and properly disposed of.

I am responsible for contacting the Residence Office or on-site Security Officer at the beginning of my booking if I find that the room has not been cleaned by the former users of the room, or if there is any damage to the room or equipment in the room. Informing the Residence Office or on-site Security Officer at the beginning of my booking will confirm the state of the room so that I will not be held responsible for former user’s damage or mess. The Residence Office or on-site Security Officers will not provide cleaning service to the room or replacement of equipment upon being given this information, but will make a note of the information.

I will ensure that the rooms will not be used for unlawful or immoral purposes and that illegal substances will not be sold, purchased, or used in any way.

I will ensure that no noise, loud music, or improper behaviour will be allowed that may disturb or interfere with the enjoyment and lawful rights of the building residents.

I DECLARE THAT I HAVE READ, ACCEPT, AND WILL COMPLY WITH THE ABOVE CONDITIONS.

__________________________________                __________________________________
Applicant’s Signature               Witness

__________________________________  
Date

NB. The front door buzzer code for the Meeting Room is noted on the front panel by the building entrance.

SECURITY: 416-399-4315             RESIDENCE OFFICE: 416-978-8304

Personal information provided on this form is collected for the proper administration of the Residence facilities, including purposes set out above. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact Gloria Cuneo, Residence Manager, 416-978-0630