



CONESTOGA COLLEGE Request for Special Event

Requests to hold a special event at Conestoga which requires the coordination of additional services must be submitted to Facilities Management using this form

Requested by:

Date of Request:

Program/Department:

Ext No:

DETAILS OF EVENT

Event Name:

Date of Event:

Purpose: Academic Student Life CSI Marketing Other:

Event Time: From _____ To _____

Set-up Time: From _____ To _____

Tear-Down Time: From _____ To _____

Location: Student Life Centre (upper) Door #3 Coz-E-Corner (1E04)
 Student Life Centre (lower) Door #4 2E Wing
 Cambridge Atrium Door #5 2F Agora
 Cambridge Cafeteria Door #6 Other:
 Blue Room (unavailable between 11:00 am and 1:30 pm, Monday to Friday – ACC authorization is required for these times)

Description: Include estimated number of participants.

Activity Flow: Describe the anticipated flow of traffic that you are planning. You are responsible for ensuring standards identified in the setup part of this form are met.

- Static Event (eg., booth, displays)
 Moving Event (eg., dancing, physical activity)
 Combination (eg., the actual presentation is static but there is a come and go flow of audience)

Note: Only static events will be permitted during quiet times; i.e., two weeks after Thanksgiving and two weeks after Spring Break.

Noise Levels: Describe the anticipated noise at the event and explain in the space provided.

- High Noise: _____
(eg., music, clapping, speeches, presentation, dance, other physical activity)
 Medium Noise: _____
(eg., multiple table exhibits)
 Low Noise: _____
(eg., one or two booths)

Note: Music can only be played between 11:00 am and 2:00 pm, Monday to Friday. Medium and high noise level activities will be evaluated individually. Please be considerate of others regarding noise levels during events.

SET-UP OF EVENT

Do you require a special setup? (eg., moving furniture, use of tables/chairs) Yes No

If yes, please complete a [Work Request](#) and submit to Facilities Management. If furniture needs to be moved from an existing location, please book a classroom (via Academic Administration) close to the event location for storage and indicate this location on the Work Request. Please ensure the room is booked to allow sufficient set-up and tear-down time. Please attach a diagram of the set-up to the Work Request.

If you require tables, please copy the floor plan from the Vendor Table Location documents available on the Facilities Management webpage under Forms and Guidelines and place an "X" over each table you want to book and attach it to the Work Request. Place a "P" where you want the podium located if one is required. Note that tables are not allowed anywhere except the locations shown due to fire code and accessibility regulations.

To respect the safety of individuals with visual or physical disabilities and in compliance with the Accessibility for Ontarians with Disabilities Act (AODA), it is important that you do not erect objects (eg., flipcharts) in hallways and that hanging objects (eg., screens) are lowered to a level that allows clearance when walking.

Do you require any special cleaning requirements? <i>If yes, please complete a Work Request and submit to Facilities Management</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you require outdoor sign boards? <i>If yes, please complete a Work Request and submit to Facilities Management with an attached diagram of where the boards are to be placed. Please note you are responsible for posting your own signs on the boards.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you require any Audio Visual equipment? <i>If yes, please contact Audio Visual Services at x3296.</i> <i>If you require the use of AV equipment in the Student Life Centre, please identify any equipment you will be using. The SLC atrium is equipped with a speaker system, DVP, DVD, VCR, microphone and screen. You must bring your own laptop. Note that the authorizer will be responsible for the security of the equipment. Please be sure to lock up equipment and return the key to the Information Desk after the event. The authorizer can sign out AV equipment at the SLC information desk. Any damaged or lost equipment will be charged back to your account number. All audio must be played through the existing sound system.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be posting signs inside the building? <i>If yes, the Guidelines for Posting must be followed. Unauthorized postings will be removed.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
FOOD SERVICES		
Do you require food services? <i>If yes, please contact Chartwells (who is contracted to provide food services at Doon, Guelph, Waterloo and Cambridge) at 519-748-5039. Note there are specific rooms allocated for serving food and drink; please specify your needs when booking the room.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
LIQUOR LICENCE		
Will you be serving alcoholic beverages? <i>If yes, please consult with Facilities Management at least 45 days prior to the event. There are specific forms to be completed in order to meet the requirements of the Liquor Licence Act.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
PARKING		
Will you require parking permits? <i>If yes, please contact Security at x3357 for weekday events. For events involving large numbers of visitors, please consult with Security in order that appropriate arrangements can be made to accommodate your guests. Evening and weekend events do not require parking permits.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
SECURITY		
Will you require additional security? <i>If yes, please contact Security at x3357.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
AUTHORIZATION OF REQUEST		
<i>The undersigned (program faculty, coordinator, supervisor, manager, chair, director, executive dean) assumes all responsibility for this event running according to Conestoga policy and relevant code. If the authorizer is unable to be available during the event, please include an alternate authorizer who will be available.</i>		
Authorizer Name:	Ext No:	
Signature:	Date:	
Alternate Authorizer Name:	Ext No:	
Signature:	Date:	
Account No: <i>Required for all direct or indirect charges associated with this event</i>		
FOR FACILITIES MANAGEMENT USE ONLY		
Signature: <i>Associate Director Facilities Planning and Management, or designate</i>		
Distribution:	<input type="checkbox"/> Security	<input type="checkbox"/> Housekeeping
	<input type="checkbox"/> Student Life	<input type="checkbox"/> Food Services
	<input type="checkbox"/> CSI	<input type="checkbox"/> Campus Administrator
	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

Return completed form to Facilities Management, Doon Campus
FacilitiesManagement_Doon@conestogac.on.ca