



USC RESERVATIONS

Room 301, UCC Building, The University of Western Ontario, London, Ontario N6A 3K7
Phone: 519.661.3773 • Fax: 519.661.3413 • usc.reservations@uwo.ca • www.usc.uwo.ca/reservations



Large Event Atrium / Concrete Beach

Date of Application: _____ / _____ / 20____
month day

Event No.: _____

• Category Check:

<input type="checkbox"/> USC Club	<input type="checkbox"/> USC Internal	<input type="checkbox"/> UWO Department/Faculty	<input type="checkbox"/> Off Campus	<input type="checkbox"/> On Campus At Large
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• Contact Information:

Organization:		
Main Contact:		Authorized Signing Officer:
Mailing Address:		Postal Code:
E-mail:	Phone:	Cell:
Alternative Contact:		Event Organizer:
Alternative Contact Email:		Alternative Contact Phone:

• Booking Information:

Name of Event:		
Purpose:		
<input type="checkbox"/> Fundraising <input type="checkbox"/> Event Promotion <input type="checkbox"/> Awareness Campaign <input type="checkbox"/> Other:		
Short Description of Event:		
Short Describe of Type of Displays:		
Any Other On-Campus Groups Involved — <input type="checkbox"/> N or <input type="checkbox"/> Y - List:		
Any Off Campus Groups Involved — <input type="checkbox"/> N or <input type="checkbox"/> Y - List:		
Date of Event:	1) _____	Start time: _____ / End time: _____ / #Persons Attending: _____
	2) _____	Start time: _____ / End time: _____ / #Persons Attending: _____
Event Start Time:	Event End Time:	
Event Setup Time:	Event Tear Down Time:	
Will you be serving food: <input type="checkbox"/> Y or <input type="checkbox"/> N	Will there be Speakers/Performers: <input type="checkbox"/> Y or <input type="checkbox"/> N	

• Furniture Required:

<input type="checkbox"/> Tables: # _____	<input type="checkbox"/> Number of Chairs: # _____
<input type="checkbox"/> Section of Rod & Drape: # _____	<input type="checkbox"/> Podium:

• Audio Visual:

<input type="checkbox"/> PA System	<input type="checkbox"/> Microphone(s)	<input type="checkbox"/> LCD Projector	<input type="checkbox"/> Portable Screen	<input type="checkbox"/> TV/Computer/DVD/VCR Console	<input type="checkbox"/> Other:
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Applicant's Signature: _____ / **Date:** _____

Initials: _____ *I have read and acknowledge the terms and conditions of this application and agree to abide to them. I understand that failure to do so may lead to the cancellation of the event, the denial of future applications, or other legal action that may be taken by the University Students' Council.*

— OFFICE USE ONLY —	
Date Received: _____ / _____ / 20____ month day	Received by (staff member):
Events Net Checked: <input type="checkbox"/> Y or <input type="checkbox"/> No or <input type="checkbox"/> N/A	Signing Authority Checked: <input type="checkbox"/> Y or <input type="checkbox"/> No or <input type="checkbox"/> N/A
Acknowledgement Of Receipt Sent: _____ / _____ / 20____ month day	
Date Confirmed: _____ / _____ / 20____ month day	Confirmed By:

Terms and Conditions

1. Facilities may be used only by the applicant and may not be sublet without the written consent of USC Reservations. Only the person(s) whose name(s) appear on this application are authorized to access the assigned space. The Applicant agrees not to allow co-use of the facilities with any other individual, business or group without USC Reservations written approval.
2. The Applicant warrants that all statements contained herein are true and complete. The Applicant further warrants COMPLETE DISCLOSURE with respect to all activities to be conducted in the requested space.
3. The Applicant is/are wholly responsible for ensuring each day facilities used are left in a clean tidy state. Should USC Reservations deem that extraordinary cleaning services are required to restore the premises to acceptable condition, the Applicant will be charged any additional cleanup expenses.
4. USC Reservations will endeavor to maintain all confirmed bookings as stated but reserves the right to alter confirmed bookings as current circumstances may dictate.
5. The University Students' Council (USC) is responsible for the allocation of common facilities in and adjacent to the University Community Center in accordance with agreements signed by the UWO Board of Governors and the USC. Facilities will be made available to on-campus individuals or groups in accordance with the USC statement of values. Space may be allocated to off-campus groups on an 'as available' basis.
6. The applicant agrees to indemnify and save harmless the University Students' Council Corporation from all claims arising from the applicant's use of the premises and if required by the USC, will maintain adequate fire and/or public liability insurance. Adherence to all current Provincial, Municipal, and University smoking and liquor regulations is mandatory. The USC shall not be liable or responsible in any manner whatsoever for any damages sustained by any party to the Contract or by any other person, firm, or corporation for any and all claims and expenses presented by any person, firm or corporation for any loss or damages resulting from the USC being unable to perform the services set out in the Contract as a result of any strike, flood, fire, electrical or communication breakdown, force majeure or Act of God.
7. All food and/or refreshments being served and/or required dining space must be cleared through USC Reservations.
8. No posters or other material may be taped or otherwise fastened to walls, columns, glass, or other property of the UCC Building. The applicant will remove any posters or signs at the end of each business day.
9. The Applicant must use only furnishings provided directly by USC Reservations – use of common space and lounge furnishings is prohibited without the approval of the USC Reservations. The applicant will not make or suffer to be made alterations, adjustments or additions to the USC Reservation supplied equipment.
10. In the event that the Applicant fails to occupy the assigned space as specified in the UCC Conference Room application within fifteen minutes of the time specified in the contract, USC Reservations reserves the right, at its sole discretion, to re-assign the space for that day. There will be no refund for the re-assignment of space.
11. The Applicant is liable for all the loss or damage to USC property and damage to the building resulting from or connected with the Applicant's use of the designated space.
12. USC Reservations reserves the right to terminate this agreement without notice for:
 - a. Any infraction of these terms and conditions;
 - b. Any infraction of any applicable laws, rules and regulations and standards of Federal, Provincial, and Municipal governments or agencies as well as insurance underwriters and the USC; or,
 - c. Any conduct or practice carried on or maintained by the Applicant which may harm or intend to harm the business or reputation of the USC, or reflect unfavourably on the USC, or other tenants of the University Community Center, or which might confuse or mislead the public and/or University community.
13. This contract is void without an attached USC Reservations confirmation sheet specifying details of spaces and equipment provided.

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