



Contact Information

Organizer/Coordinator: Last First
U of R ID:
Association/Department: (If applicable)
Phone Number:
E-mail:

Event Information

Name of Event:
Type of Event: Class Conference Exam Presentation Meeting Party Workshop Other
Location request:
Date/Time of event:
Is this a recurring event?: Yes No
If yes, event frequency: Single Instance Weekly Monthly Multiple-day Event
Expected Number in Attendance:
Will there be food or beverages?: Food Beverages Both
If yes, who is providing the food/beverages?: Organizer Chartwells The University Club
Will alcohol be served?: Yes No
AV Equipment required (Projector, Laptop, Sound System)? Yes No

Agreement to Terms & Conditions and Authorization of Contact

By signing below, you, as the organizer of this event, are responsible for the following:

1. Ensuring all Global Learning Centre materials are returned to their original state.
 - a. Damaged items will be replaced or repaired at the expense of the Event Organizer.
 - b. If damages, disturbances, or other disruptions occur, future booking privileges may be revoked depending on the severity of the issue.
2. The Event Organizer(s) is/are responsible for arranging the Global Learning Centre as they see fit.
 - a. If assistance is needed, please contact the staff at UR International, CW 109.
 - b. All furniture and other Global Learning Centre items must be restored to their original state and/or layout.
3. Set-up/Take-down time must be discussed with Global Learning Centre Staff and must be factored into the agreement.
4. Ensure that your event does not conflict with an ongoing Global Learning Centre service, meeting, or event.
5. The Event Organizer(s) must be present during the event and contactable at all times.
6. The Event Organizer(s) cannot book the Global Learning Centre on behalf of an External Individual or Organization.
7. Global Learning Centre and UR International Staff reserve the right to cancel any event if deemed necessary. Event Organizer(s) will be given as much notice as possible, but accommodations or re-booking may be required.
8. Ensure all Exits remain open in the event of an emergency.
9. If the event is occurring during a time when Global Learning Centre or UR International Staff are unavailable, please ensure that the Global Learning Centre is locked upon leaving the facility.
10. The Event Organizer(s) is/are responsible for maintaining appropriate subject matter.
 - a. Please bring to attention any subject matter that may appear at the Event that may not be deemed appropriate.

Name:
(Please print)

Signature:

Date:

****Please submit this form to the UR International – Student Services via e-mail or in person.****
College West, Room 109 global.learning.centre@uregina.ca

Office Use Only

Decision: Approved Denied

Approved/Disapproved by: _____

Date:

Availability

The Global Learning Centre is available for booking during any time that is not occupied by ongoing daily services. Booking can be done at any time throughout the semester, unless otherwise indicated, or unless a significant amount of time and/or planning is required to fulfill the booking request. Any University of Regina staff or faculty member may submit an application form. Student clubs and/or associations may submit an application provided that all organization members and/or participants are current registered students at the University of Regina, unless otherwise authorized. Off-campus organizations and/or companies may submit an application form, unless otherwise stated. Upon approval, all event coordinators and/or organizers, regardless of organization level, must prepare and be willing to meet with the Global Learning Centre Coordinator to discuss further arrangements and details regarding the event.

Booking the Global Learning Centre

All organizers and/or coordinators are required to fill out and submit a completed application form to the Global Learning Centre Coordinator via e-mail or in person. Only completed applications will be considered. Requests will be assessed and deliberated and the organizer and/or coordinator of the event will be notified of the decision by e-mail or phone.

Dates of Submission

Application forms must be submitted a minimum of 48 hours in advance of the event and be fully completed. Times and availabilities cannot be guaranteed if the forms are submitted less than 48 hours in advance. For scheduled classes, forms and a schedule must be submitted at least one month prior to the start date of the class.

Organizer/Club/Company Responsibilities

- Cleanliness of the Global Learning Centre
- Supplies needed (audio/visual/sound equipment, tables, chairs, etc.)
- Food, beverages, stationary, etc., unless otherwise discussed
- Safety of all participants (knowledge of emergency numbers, exits, etc.)
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Global Learning Centre – Reservation of Rights

The Global Learning Centre staff reserves the right to cancel or alter dates and times or discontinue or postpone programs and events based on legitimate claims at any time, with notice to any persons or parties involved in the booking of the Global Learning Centre.