

## Facility Use Request

Requests are reviewed within 48-business hours.

**Please note:** All bookings are tentative until receipt of TRU Final Confirmation. Once booking confirmation is received, a Facilities Use Agreement needs to be completed.

Please complete and return by email [williamslake@tru.ca](mailto:williamslake@tru.ca) or by fax 250-392-4984. Questions or concerns please email [williamslake@tru.ca](mailto:williamslake@tru.ca) or call 250-392-8000 (toll free 1-800-663-4936).

### Contact Information:

Organization/Group: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Billing Address: \_\_\_\_\_

**Catering/Cafeteria Services:** We require that our onsite Cafeteria/Caterer (Krust & Krumb Bakery & Deli) be contacted first for catering needs. If they are unable to provide the requested services, please feel free to make alternate arrangements.

**Krust & Krumb Bakery & Deli** – Jessica or Norman

Telephone: 250-392-8018

Email: [krustandkrumb@yahoo.com](mailto:krustandkrumb@yahoo.com)

*Please note: Tabatha Stahl/Culinary Creations is not eligible to be at the TRU Williams Lake campus.*

**Facility Booking Information:** Available Booking Hours Monday through Thursday 8am to 7:30pm; Friday 8am-4:30; Weekends by arrangement. Facility use is subject to availability. Every effort will be made to satisfy your request, but this request is not a guarantee of availability. The rental may be revoked or cancelled at any time. ***Please note: Weekend and After-hours events:*** TRU requires security onsite for the duration of your event; cost for this is \$30/hr plus GST (minimum 3hrs). Additional late charges of \$100.00 will be applied to your booking if you fall outside of the originally requested hours.

Facility/Room Preference (e.g., gym, classroom, Cafeteria, computer lab, etc.): \_\_\_\_\_

Event Title: \_\_\_\_\_

Estimated # of Participants: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

### Equipment Requirements:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Microphone                | <input type="checkbox"/> Podium                      | <input type="checkbox"/> Video conferencing       |
| <input type="checkbox"/> Movable tables and chairs | <input type="checkbox"/> Stage (12 4'x8' sections)   | <input type="checkbox"/> capability               |
| <input type="checkbox"/> Multimedia projector      | <input type="checkbox"/> Teleconferencing capability | <input type="checkbox"/> Wireless internet access |

**Weekend Bookings:** Weekend bookings using technology; prior to your event, please contact 250-392-8000 to arrange a time to meet with the IT department to review the technology in the room. Please provide as much advance notice as possible.

### Cancellation Policy:

- Cancellations should be made 3 business days prior to event by email to [williamslake@tru.ca](mailto:williamslake@tru.ca), fax 250-392-4984 or phone 250-392-8000.
- Except for rental refunds, TRUWL assumes no responsibility whatsoever if last minute cancellations are caused by power failure, furnace failure, Fire Marshal's regulations or other cause beyond the control of the university. Failure to comply with rental regulations could result in immediate cancellation of the rental.
- The rental may be revoked or cancelled at any time.

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- In the event of such revocation or cancellation, there can be no claim or right to damages or reimbursement on account of any loss, damage or expense whatsoever.

### **TRU FACILITY TERMS & CONDITIONS**

The group or organization booking (hereafter "User") shall

1. Assume full responsibility for adult supervision of the activity involved throughout the period of booking.
2. Ensure that all regulations are adhered to.
3. Supervise entrance and adjacent areas to ensure that unauthorized persons do not enter the building.
4. Ensure that participants remain within the confines of the area assigned to the group, remain within the schedule allocated, and vacate the premises promptly.
5. Enforce the TRU Alcohol Cannabis and Tobacco Policy ADM 5-3 [https://www.tru.ca/\\_shared/assets/adm05-35601.pdf](https://www.tru.ca/_shared/assets/adm05-35601.pdf)
6. No confetti (or like substance) be used on the premises. *A \$50/hr/janitor clean up charge may be applied.*
7. Audio Visual Equipment can be arranged through TRUWL or clients are permitted to arrange their own.
8. Users are restricted to the use of the facilities as stated on the request form. Tables and chairs will be provided only to the extent that such equipment is available at the University.
9. There is no liability expressed or implied on the part of the University as to the safety, suitability or condition of the premises rented. The user must accept the said premises at their own risk.
10. The user will be held responsible for any damage whether to persons or to property including the exterior of all school buildings, grounds, fields and fences. The University reserves the right to require the user to provide adequate insurance in a form satisfactory to the University.
11. The user must provide sufficient assistance to direct traffic, maintain order, and prevent unauthorized persons from entering rooms or hallways not authorized on the permit.
12. Classroom Rentals - application for classroom rentals will be considered for meetings on the condition that nothing in the classroom is disturbed.
13. Consumption of Liquor - Consumption of alcoholic beverages will be permitted only in controlled situations and where all necessary permits have been obtained by the user. Alcohol, Cannabis and Tobacco Policy ADM 5-3. Please see [https://www.tru.ca/\\_shared/assets/adm05-35601.pdf](https://www.tru.ca/_shared/assets/adm05-35601.pdf) for the latest policy and regulations.
14. Control and behavior of persons occupying the premises is the responsibility of the user.
15. Use of Equipment - The use of any university equipment will be at the discretion of the Academic Director or the Manager, Administration & Operations, who may specify equipment used, and an operator where applicable; additional charges may apply.
16. Janitorial Supplies and Equipment - Users will not use or have access to janitorial supplies and equipment.
17. In the case of unforeseen circumstances, TRUWL reserves the right to substitute a comparable room.
18. TRUWL reserves the right to inspect & regulate all private parties, meetings & receptions.
19. Liability or damage to the premises will be charged accordingly and is the responsibility of the person booking the event.
20. Space for the event is booked only for the times indicated.
21. Set up & dismantle times, if required, are not included and should be specified at the time of booking.
22. If displays, exhibits or products are used, arrangements for their arrival, unloading & departure must be made through the Administrative Assistant. Such displays, exhibits, or products are the responsibility of the exhibitor and TRUWL accepts no liability for the loss or damage of these displays.
23. TRUWL is not responsible for damages to or loss of any articles left prior to, during or following any function by the user or their guests.
24. TRUWL reserves the right to require security should situations warrant for either or both parties contracting said functions.
25. Additional costs will be assessed for utility requirements above and beyond the normal usage.
26. Room rates as set out in Appendix "A" (attached).

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### Appendix "A" TRU Williams Lake Facility Rates

|  | Non-Profit<br>Organization Rates                           |                  | For-Profit<br>Organization Rates |                  |                                   |
|--|--|------------------|----------------------------------|------------------|-----------------------------------|
| Facility   | Half-Day<br>Rate   | Full-Day<br>Rate | Half-Day<br>Rate                 | Full-Day<br>Rate | Maximum<br>Capacity               |
| Multi-media classroom<br><i>(All classrooms include pull-down screen, computer, projector, screen)</i>                   | \$46   | \$92             | \$57.50                          | \$115            | 12 to 45<br><i>room depending</i> |
| Computer Lab   | \$86.25  | \$172.50         | \$258.75                         | \$517.50         | 20                                |
| Cafeteria seating space <i>(Please note this is a public space not able to be partitioned or closed off from campus)</i> | \$86.25  | \$172.50         | \$172.50                         | \$345.00         | 100                               |
| Gymnasium  | \$34.50/HR   |                  | \$345.00                         | \$690.00         | Up to 450                         |
| Field  | N/C  | N/C              | N/C                              |                  |                                   |
| Video Conference Room (ITV)  | Technology use \$135/hr plus Technician \$35/hr (min. 1hr) |                  |                                  |                  | \$30/hr                           |
|  |  |                  |                                  |                  | \$300                             |

#### Extras:

|   |                        |  |
|---|------------------------|--|
| Stage<br>Small<br>Large (portion)<br>Large (full stage) | \$75<br>\$100<br>\$200 | TRU Facilities staff will assemble and disassemble the stage |
|---|------------------------|--|

#### Potential additional charges:

| Service                       | Rate   |
|-------------------------------|--|
| Janitorial                    | \$50/hr/janitor  |
| Security                      | \$30/hour (minimum 3-hrs) Weekend and After-hours events: TRU requires security onsite for the duration of your event. |
| Facility Set up and Take Down | \$50/hr/TRU employee   |
| Photocopying                  | Black & White \$0.07/single sided copy<br>Color \$0.23/single sided copy   |

**Prices are subject to change. The above pricing assumes normal use only.**

**PAYMENT** Invoicing is issued from the Kamloops campus and will follow your booking. Payment is due upon receipt of invoice.

Remittance should be made payable to: Accepted methods of payment: VISA, MasterCard, AMEX, or Cheque  
TRU-Williams Lake  
1250 Western Avenue  
Williams Lake BC V2G 1H7