

APPLICATION FOR THE USE OF
SOCIAL SCIENCE FACILITIES
ROOM 3036, SSC



FACULTY OF SOCIAL SCIENCE
THE UNIVERSITY OF WESTERN ONTARIO

The Board of Governors permits the use of University facilities by on-campus organizations, groups or individuals for cultural, educational or social functions when the space is available.

The room is locked at all times. It may only be reserved by groups with a member of the Faculty of Social Science as a sponsor and who is present during the event. All out-of-pocket costs are the responsibility of the lessee. Lessee is responsible for any damage to facilities including any cleanup charges incurred.

This application is to be submitted to the Dean's Office, Room 9438, Social Science Centre. To reserve the room or check the schedule, call 519-661-2053 or fax this form to 519-661-3868. **CONFIRMATION MUST BE OBTAINED BEFORE THE FUNCTION IS ANNOUNCED.** You will receive an email within 48hours confirming your booking.

The facilities may be used only by the applicant and may not be sublet without University consent. The applicant agrees to indemnify and save harmless the University from all claims arising from its use of the premises, and, if required by the University, will maintain adequate fire and/or public liability insurance.

Adherence to all current Provincial and University alcohol and smoking regulations is mandatory.

If food or refreshments are to be served or if dining areas are required, arrangements **must** be made through the appropriate Food Services Manager. The lessee is responsible for contacting Physical Plant to clean the room and remove the garbage when the function is over.

NAME OF GROUP _____ LESSEE/SPONSOR _____
(IE: Faculty member)

APPLICANT'S NAME _____ PHONE # (_____) _____
(If different than the Lessee/Sponsor)

ADDRESS _____ FAX # (_____) _____

EMAIL _____

FUNCTION _____ NUMBER TO ATTEND _____

ROOM REQUESTED SSC _____ DATE(S) _____ EVENT TIME _____ to _____

(In case there are additional cleaning charges or charges for damage to the room or furniture, please supply us with an account number.)

Peoplesoft #: Speed code and account number: _____

FOOD SERVICES REQUIRED Yes / No MUST ARRANGE DIRECTLY AT #661-3048

ALCOHOL REQUIRED Yes / No MUST ARRANGE DIRECTLY AT #661-3048

APPLICANT'S SIGNATURE, I/WE AGREE TO THE ABOVE CONDITIONS DATE: _____

To be completed by Dean's Office, Social Science.

Reserved by: _____ Date: _____