

UNIVERSITY OF TORONTO  
FACULTY OF ARTS & SCIENCE

*Office of the Faculty Registrar*

**2010 WINTER SIDNEY SMITH HALL LOBBY BOOKING FORM**  
**January 4 – April 1, 2010**

The patio can be booked by U of T **offices** and **recognized campus groups only**. Campus groups must be registered with the U of T Office of Student Life Programs, <http://studentlife.utoronto.ca/programs/orgs.htm>.

**Contact Info:**

Group Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Student #: \_\_\_\_\_

Phone: \_\_\_\_\_

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

You may reserve **one table and two chairs** (tables measure 60" by 30") **per day** for events. **Commercial activity is not allowed in the lobby**, although fundraisers for campus groups are permitted, e.g. bake sales, book sales. **Please note that due to food safety concerns, cooking or serving of heated foods is not allowed in the lobby.**

You may book a maximum of **five days per term** between the hours of 8.30 a.m. and 5 p.m. **Those booking activities in the lobby should ensure they do not make noise that would disturb classes or other students using the lobby.**

**Please note that due to demand, we do not allow entire lobby bookings, with the exception of the Imagnus poster sale, ASSU Day, and SAC/UTSU clubs week.**

Indicate your choices below:

1. Date and Hours \_\_\_\_\_

2. Date and Hours \_\_\_\_\_

3. Date and Hours \_\_\_\_\_

4. Date and Hours \_\_\_\_\_

5. Date and Hours \_\_\_\_\_

**The maximum number of event bookings per term is five.**

You will receive an email confirmation of your booking one week after your request has been submitted.

Requests must be submitted ten business days prior to the first booking date.



Sidney Smith Hall  
100 St. George Street  
Toronto, ON M5S 3G3  
Canada

Tel: 416-978-3384  
Fax: 416-978-2487  
[www.artsci.utoronto.ca](http://www.artsci.utoronto.ca)

# UNIVERSITY OF TORONTO FACULTY OF ARTS & SCIENCE

Office of the Faculty Registrar

## CONDITIONS OF USE – SIDNEY SMITH HALL LOBBY

By signing below the contact agrees to the following:

1. The Faculty of Arts & Science reserves the right to ask anyone who is using the space inappropriately to leave.
2. At **NO TIME** should classroom furniture be used in the lobby.
3. The use of amplification in this space is not permitted.
4. Each group is responsible for set-up and clean-up of the area (garbage, tables and chairs).
5. No posters or signs may be attached to the walls.
6. Do not block any hallways or entrance/exit doors (see map below).
7. The group booking the space agrees to abide by the Conditions and Regulations Governing the use of University Facilities (available upon request).
8. It is understood that recognized campus groups may not sponsor or host non-university groups or activities and that the space request above is for the sole use of the group booking the space and not for any other organization.

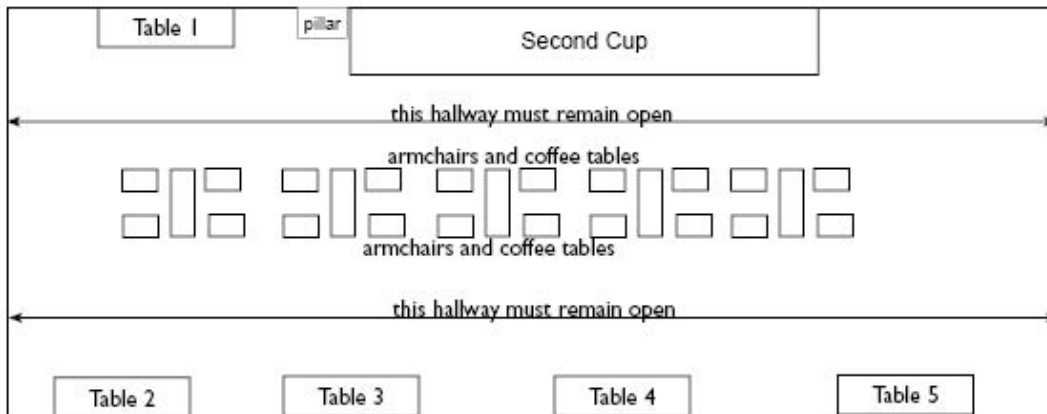
### Cancellation policy

The contact will notify the Office of the Faculty Registrar at least three business days in advance of the booking of any cancellations.

I have read and agree to the above conditions, and I understand that any violation may result in my group's booking privileges being revoked.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



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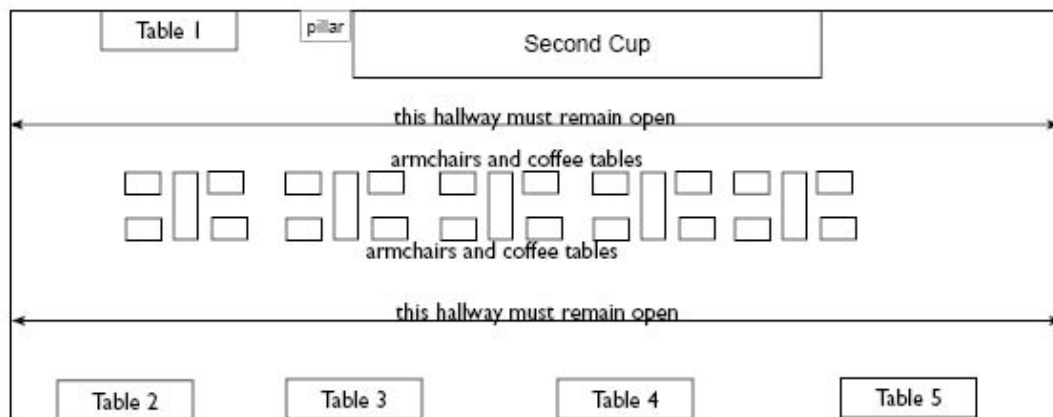
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