|  |  |  |
| --- | --- | --- |
| Name/Description of Event |  | |
| Event Date (if multiple use below chart) |  | |
| Event Time (if multiple use below chart) | Start Time (include set-up): End Time (include tear-down): | |
| Contact Name |  | |
| Phone/Email |  | |
| Expected Participants | # | |
| Expected Spectators | #: Admission Charged: Y N | |
| Security | Y N Security Company Name: |  |
| On-site Group Representative |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Group/Team Name |  | | | | |
| Address |  | | | | |
| **Requests** | **Day(s)** | **Start Time** | **End Time** |  | **End Date** |
| 1st Choice |  |  |  |  |  |
| 2nd Choice |  |  |  |  |  |
| Comments: |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Areas** | **Purpose** | **Auxiliary Areas** |
| * Gymnasium (circle one)   + Full Gym (A&B)   + Side A (Varsity, North end)   + Side B (South end) * Field * Track * Studio A * Studio C (Spin Room) * Squash Courts * Community Room * Arena Ice * Other: | * Practice * Clinic * Camp * Tournament * League * Class * Conference * Luncheon/Dinner * Meeting * Workshop * Other: | * Seminar Room (201) * Classroom (211) * Multi-Purpose (213) * VIP Room (237) * Courtside Lounge * Upper Mezzanine * Men’s Team Room (117D) * Women’s Team Room (129) * General Locker Room(s) * Arena Locker Room(s) * Officials Room * Field Rooms * Other: |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **ITEM** | **#** |  |  | **ITEM** | **#** |
|  | Tables |  |  |  | Registration Tables |  |
|  | Chairs |  |  |  | Registration Chairs |  |
|  | Head Table |  |  |  | Signage posted |  |
|  | Head Table Chairs |  |  |  | Display Tables |  |
|  | Podium |  |  |  | Coat Racks |  |
|  | Microphone & Speaker |  |  |  | Ice Coolers |  |
|  | White Board |  |  |  | Buffet Tables |  |
|  | Score clock |  |  |  | Bouncy Castles (other items etc.) |  |
|  | Benches |  |  |  | *WIFI ACCESS NEEDED?* |  |
|  | Upright post pads |  |  |  |  |  |
|  | Portable Gym Bleachers out |  |  |  | Field Corner Soccer Flags |  |
|  | Fixed Gym Bleachers out |  |  |  | Field Football misc items: |  |
|  | TV screen/monitor  *(Must provide own laptop & Cords)* |  |  |  | Misc: |  |
|  | Press Box – Main Box |  |  |  |  |  |
|  | Press Box – Upper viewing area  *(Tables and chairs required?)* |  |  |  | Canteen (Aramark Provided) |  |
|  | # of Nets: Soccer/FH/Lacrosse,  Basketball/Volleyball, Badminton |  |  |  | Food Service (Aramark Provided) |  |
|  | Electrical Requirements  *(Extension Cords etc.)* |  |  |  | Bar (SMUSA provided) |  |

|  |  |
| --- | --- |
| **Insurance** | |
| **All rentals must provide a Certificate of Insurance.** | |
| Does your group have insurance? | Yes No  If **Yes**, please provide a copy of your Insurance Certificate  If **No**, we will provide you with an Insurance Quote from Marsh Canada |
| Saint Mary’s University offers an economical way for user groups to purchase through **Marsh Canada Limited**. First, a quote will be provided to you for your review. | |

**Office Use:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Request Rec’d by  Facility Scheduler |  | Ops Manager Approved |  | Aramark |  |
| Rental Fees | $ | Discount / Approved |  | SMUSA |  |
| Special Fees | $ | Entered in Fusion |  | Security |  |
| Insurance | $ | Agreement Sent |  |  |  |
|  | $ | Agreement Rec’d |  | Invoice Sent |  |
| Total Fees | $ | Cert. of Insurance |  | Payment Rec’d |  |