

# FILLING OUT THE “TEMPORARY USE OF SPACE FOR EVENT APPLICATION FORM” STEP-BY-STEP GUIDE

## Temporary Use of Space for Event Application Form

Requests to rent/use College facilities are subject to availability of space. The College will also consider whether the request is feasible and meets security, risk management and insurance requirements. Events are subject to the Temporary Use of Space for Events Policy and Procedure, other college policies and relevant laws.

**Notices:**

Events that disrupt normal College operations/ activities or endanger the safety of the College will not be permitted

Unfortunately, due to limitations on space, we cannot accommodate all requests

Before we can consider your request we require a minimum of 15 working days’ notice, and the following information.

Requester Details			
<u>Kate</u>	<u>Ellis</u>	<u>416 675 6622 ext. 18818</u>	<u>kate.ellis@humber.ca</u>
First Name	Last Name	Contact Number	Contact Email
<u>205 Humber College Blvd</u>		<u>Toronto, ON</u>	<u>M9W 5L7</u>
Address	Apt/Suite	City/Province	Postal Code

**Requester Details:**

This is your name and contact info. The permit will be issued in your name.

Organizational Details	
<u>FMCA - Film</u>	<u>www.humber.ca</u>
Name of Organization	Website Address
Have you held an event at Humber College in the past? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Are you affiliated with Humber? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Please Specify: <u>N12345678</u>	
Check the following that describe your organization (if applicable): Not for profit <input type="checkbox"/> Registered charity <input type="checkbox"/> Incorporated <input type="checkbox"/>	

**Organizational Details:**

This is where you specify your program. Please put your N-number on the bottom line of this section where it asks if you are affiliated with Humber.

Event Details			
Check the type of event: Meeting <input type="checkbox"/> Conference <input type="checkbox"/> Vendor Table <input type="checkbox"/> Film shoot <input checked="" type="checkbox"/> Student Group <input checked="" type="checkbox"/> Other <input type="checkbox"/>			
If you checked “Other” please specify: _____			
<u>Film Shoot</u>	<u>10/22/19</u>	<u>7:00 a.m.</u>	<u>7:00 p.m.</u>
Name of your event	Date of your event	Start time of your event	End time of your event
Number of attendees: <u>35</u>	Setup time allowance: <u>one hour</u>	Teardown time allowance: <u>one hour</u>	
Will there be guest speakers at your event? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Will you be charging a fee to attend your event? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Explain the purpose of your event: <u>Shooting a film for film school. The film is apart of the curriculum.</u>			

**Event Details:**

This is where you describe a little bit of what your project is. Make sure you check “film shoot”. At the bottom of this section, elaborate about your shoot.



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**Facility and Audio Visual Requirements**

What facilities and services will you be requesting? Check all that apply.

<input type="checkbox"/> Accommodation	<input type="checkbox"/> Seminar meeting room (capacity 1-30)	<input type="checkbox"/> Security
<input checked="" type="checkbox"/> Classroom (capacity 31-60)	<input type="checkbox"/> Lecture hall (capacity 61-500)	<input type="checkbox"/> Parking (paid by participant)
<input checked="" type="checkbox"/> Lobby (capacity 300)	<input type="checkbox"/> Outdoor space	<input type="checkbox"/> Catering (menu to be provided)
<input type="checkbox"/> Registration Services	<input type="checkbox"/> Sports and recreation	<input type="checkbox"/> On-site technician

Please provide more detail:  
Shooting in the lobby but need a classroom nearby for holding

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What are your audio/visual requirements? Check all that apply.

<input type="checkbox"/> LCD Projector	<input type="checkbox"/> Audio Recording	<input type="checkbox"/> Are noise levels expected that may cause disruptions?
<input type="checkbox"/> Video Camera	<input type="checkbox"/> DVD Player	If yes, please provide details: _____
<input type="checkbox"/> Microphone	<input type="checkbox"/> Other	_____

If other, please specify:  
N/A. We will be providing our own equipment.

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## Facility and Audio Visual Requirements:

This is where you fill out the necessary requirements you need for your event/film shoot. Keep in mind that some of these services will come with a fee (i.e: catering, security, parking, etc.)

**Insurance Information**

While on the Humber College premises you will need to provide insurance coverage for your event in the following manner:

A Certificate of Liability Insurance with the following items included within:

- Comprehensive General Liability in the amount of \$5 Million
- Humber College, its directors, governors, officers and employees are identified as additional insured.
- The certificate should include a cross-liability/severability of interest clause.

Do you have insurance? Yes  No

Do you need assistance procuring insurance? Yes  No

## Insurance Information:

As a Humber student, you are covered by insurance. Check “yes” for “do you have insurance” and “no” for “do you need assistance procuring insurance”.

Applications for Academic or Administrative temporary use of space, must be submitted to Central Scheduling at [schedulingrooms@humber.ca](mailto:schedulingrooms@humber.ca). External booking requests must be submitted to Conference Services at [hcs@humber.ca](mailto:hcs@humber.ca).

You will receive a response regarding your temporary use of space for event application indicating status of your application and next steps via the email address you provided above.

Thank you.

## Sending the Form:

DO NOT immediately send this form to scheduling-rooms. Make sure you check the chart on where to send your form BEFORE sending anywhere. Please confirm your details are correct and note that some departments do not deal with students directly.

## Questions:

Any questions regarding this form can be directed to the Film Production Coordinator, Karina Meidell at [karina.meidell@humber.ca](mailto:karina.meidell@humber.ca)