

Event Details

Event Date(s): _____ Start Time: _____ End Time: _____
(including set-up) (including tear-down)

Booking Space: ☐ North Atrium (max. 200 seats) ☐ Classroom (max. 65 occupants)
☐ Art Gallery (max. 59 occupants) ☐ Classroom (max. 135 occupants)

Approximate Number of Guests: _____ Name of Event: _____

Please note that all bookings **only** include the space(s) selected above. If you require additional space outside of the room you have booked (i.e. the hallway or room entrance), or a particular style of classroom (i.e. tiered, flat, or lecture hall) be sure to indicate in the Notes field below.

Contact Information

Main Contact Name: _____ Student*: ☐ Society/Club: _____
Email Address: _____ *All student space requests will be reviewed by the Student Services Department ☐ Instructor: _____
Phone Number: _____ ☐ Individual Student
Secondary Contact: _____ GH/Humber Staff: ☐ Department: _____
Phone Number: _____ Conference Services: ☐ Name of Group: _____

Additional Requirements

Please note that all additional services must be arranged directly by the client with the appropriate departments. These services will **not** be booked automatically with this form and may require additional fees.

- Food Services** – Will you be serving food/refreshments at your event? ☐ Yes ☐ No
- If you are catering an event on campus, please review the [Food Serving Protocol Form](#) and make arrangements with **Humber Catering** at diningplan@humber.ca.
 - Any external food being brought on campus for meetings or events require an approved [External Food on Campus Form](#). This includes both full-service catering and more casual situations such as staff picking up items like pizza, coffee, or donuts from an off-campus vendor.
 - If you are selling food at an event on campus, please complete the [Food Sales on Campus Form](#).
- Liquor License** – Do you plan on serving alcohol at your event? ☐ Yes ☐ No
- If you are planning to serve or have alcohol at your event please review the [Special Occasions Permit](#).
- Furnishings** – Do you require any tables or chairs for your event? ☐ Yes ☐ No
- If yes, please submit a work order at <http://www.humber.ca/facilities/archibus> to request furnishings. All furnishings must stay within the parameters of the booking space. Some restrictions may apply.
- Number of Tables: _____ Number of Chairs: _____
- Campus Security** (at extra cost) – Does your event extend beyond building hours or require additional security? ☐ Yes ☐ No
- If yes, please contact publicsafety@humber.ca to book in advance.
- Custodial Services** (at extra cost) – Does your event require additional cleaning services? ☐ Yes ☐ No
- If yes, please submit a work order at <http://www.humber.ca/facilities/archibus> to book in advance.
- AV Services** – Do you require any AV technology for your event? ☐ Yes ☐ No
- If yes, please contact Academic and Campus Technology Services at actshelp@guelpghumber.ca to book in advance.

Event Purpose & Description

Guests – Will there be guest speakers/external visitors at your event?

☐ Yes ☐ No

Guest Name(s): _____

Organization: _____

Guest Speaker/External Visitors Involvement:

Before booking your event, please review the attached Space Booking Protocol and Atrium and Art Gallery Protocols as applicable.

For classroom requests, please send completed forms to roombookings@guelphhumber.ca. All other requests are to be sent to info.officer@guelphhumber.ca. If your booking request includes both classrooms and other spaces, please send the form to both addresses for the respective approvals. Your request will be processed within 5 business days. All bookings require approval confirmation.

If you have any additional questions, contact the Information Officer at 416-798-1331 ext. 6084 or info.officer@guelphhumber.ca.

Space Booking Protocol

May 2025

Application:

This protocol is applicable to all spaces in the University of Guelph-Humber building.

General Booking Rules:

- All spaces are booked by request only and are subject to availability.
- Any booking can be cancelled if the space is used for a purpose other than the one originally approved.
- Individuals may request tables and chairs, with a **minimum** of two weeks' advance notice, through Humber Polytechnic's Facilities department at <http://www.humber.ca/facilities/archibus>. Please include the event tear-down time in your work order. All event set-ups must meet government fire and building regulations and allow adequate traffic flow (e.g., max. occupancy).
- The event organizer is responsible for returning the space to its original configuration, upon conclusion of the event, so it is readily available for the next booking. Humber Facilities Management can be reached at <https://humber.ca/facilities/>. If catering has been arranged, please contact the Humber Catering team for clean-up at diningplan@humber.ca
- Signs and posters are subject to the UofGH [Posting Policy](#). Signs may be affixed to displays and tables that are being used for events and functions. Signs, posters, and other materials should not be posted on the walls, concrete columns, spiral staircase, and glass areas. Balcony banner space can be reserved through the Student Life department in GH108.
- To request the use of the UofGH letters for your on-campus event, you must complete the UofGH Letters [booking request form](#) at least two weeks prior to your event.
- Animals are not permitted in the building, with the exception of service animals providing support.
- Tape should not be used on the floors with the exception of Gaffer's tape, which may be used for securing equipment wiring.
- Helium balloons are not permitted in the building due to the nature of the Atrium design and the plant wall equipment.
- Physical games and sporting equipment are not permissible in the building.
- The lighting of candles is not permitted. Faux-lit candles can be used for decoration.
- Additional cleaning services must be arranged by parties booking spaces at their own cost, especially for after-hours events or high traffic gatherings that result in significant use of facilities such as washrooms. Cleaning arrangements can be made through Humber's Facilities Department at www.humber.ca/facilities/archibus.
- Additional security services must be arranged by parties booking spaces at their own cost, for after-hours events, or for a dedicated guard to monitor event valuables. These arrangements can be made by contacting the Humber Department of Public Safety at publicsafety@humber.ca.
- Events that include external organizations planning on selling or promoting a product or service, require approval from the Director, Student Success, IGNITE, and are usually set up in the IGNITE Student Centre. Exceptions could be made for IGNITE, approved class assignments with a faculty sponsor, and events with departmental sponsorship.

- All food sales and distribution require pre-approval from Humber Polytechnic's Manager of Campus Dining & Retail Services, Katie Evans at katie.evans@humber.ca. Forms for food sales are available on the University of Guelph-Humber website: <https://www.guelphhumber.ca/quick-links/facilities/bookings> and at the front desk reception area
- If you are booking the Atrium or the Art Gallery, please also refer to those respective protocols.

This protocol is not intended to cover all situations that may occur. Any activities that are deemed to be inappropriate use of the space will be at the discretion of building management and Public Safety.

Any questions or concerns, please contact the Information Officer at info.officer@guelphhumber.ca or 416.798.1331 Ext. 6084.

By signing below, I declare I have read and agree to adhere to the protocol outlined in this document.

Signature: _____ Date: _____

Atrium Protocol

May 2025

Application:

This protocol is applicable to all those using the Atrium at the University of Guelph-Humber. The purpose of these guidelines is to ensure efficient and effective use of the Atrium, as a community shared space.

General guidelines:

- These guidelines are in addition to those provided in the Space Booking Protocol. Be sure to familiarize yourself with those as they also apply to this space.
- Staff must note whether they would like the Atrium booked exclusively, otherwise the atrium space is assumed to be a community shared space.
- Events in the North Atrium should not extend beyond the columns in front of the Art Gallery and the balcony, above the Future Students Centre, due to accessibility, traffic flow and fire code.
- Please maintain a minimum of four feet of space between the event area and 1) the plant wall bench and 2) the spiral staircase, to allow for traffic flow. An exception may be made for special events.
- Due to government fire code and building regulations, any furniture or equipment including registration and sign-in tables should be situated away from the main entrance doors to allow for safe fire and accessibility routes.
- Please be mindful that when the UofGH letters are not in use, the letters may be displayed under the spiral staircase. If this poses an issue for the event, please contact: life@guelphhumber.ca to have them moved.
- The Future Student Centre is not available to support events in the Atrium (i.e. use of power outlets, storing furniture/items, etc.)
- The use of microphones and music may be permitted in the Atrium during the academic term provided that sound levels are not disruptive to classes and it does not interfere with other events.
- Atrium space is not available during the exam period.
- The South Atrium may be used as an extension of the North Atrium provided noise levels are kept at a minimum while classes are in session.

This protocol is not intended to cover all situations that may occur. Any activities that are deemed to be inappropriate use of the Atrium will be at the discretion of building management and Public Safety.

Any questions or concerns, please contact the Information Officer at info.officer@guelphhumber.ca or 416.798.1331 Ext. 6084.

By signing below, I declare I have read and agree to adhere to the protocol outlined in this document, including those guidelines outlined in the Space Booking Protocol.

Signature: _____

Date: _____

Art Gallery Protocol

May 2025

Application:

This protocol is applicable to all those using the Art Gallery at the University of Guelph-Humber. The purpose of this protocol is to ensure there is a transparent and clear procedure for utilizing the Art Gallery. It is also intended to improve clarity around the type of events that can be booked in the space.

Showcasing University of Guelph-Humber Excellence:

The Art Gallery should be used to shape the university's identity, foster intellectual and creative exchanges, strengthen relationships between internal university communities, external communities, and the broader academic world. The use of the Art Gallery should foster a vibrant campus culture, by creating a space for interaction among students, instructors, and staff.

Through programming, the gallery will play a central role in raising the university's profile and enhancing its academic reputation. Examples of uses include:

Events: The space can be used to hold events that support broad campus involvement and highlight important days in the calendar year (e.g. National Day of Truth and Reconciliation, Black History Month, Remembrance Day, Missing Indigenous and Murdered Women).

Professional/Corporate Events: The space can be used for hosting professional and corporate events (e.g., ABLE Career Fair, University of Guelph-Humber Anniversary, internal workshops, donor initiatives sponsored or initiated by the Office of the Vice-Provost, Case Competitions).

Recruitment Events: The space can be used for major recruitment events (e.g. Fall Information Day, Program Preview Day).

Academic, Research and Scholarship: Showcases instructors, scholars, and students work, where the exhibit highlights academic research, scholarship, and creative works (e.g. Art exhibits, thesis poster symposium, capstone projects, student projects that have a presentation component).

Community Engagement: The space serves as a bridge between the university and the local community by hosting public events (e.g., high profile internal and external guests) which draw in people beyond the academic community to the university and raise the institution's profile within the local, national, or even international communities.

General guidelines:

- These guidelines are in addition to those provided in the Space Booking Protocol. Be sure to familiarize yourself with those guidelines as they also apply to this space.
- Students participating in the Event Management course are given priority to book the Art Gallery at the start of each semester. Booking the Art Gallery for corporate university-related events will open after the third week of each semester.

- To access the Art Gallery, arrangements must be made with Public Safety at the main Information Desk or by emailing publicsafety@humber.ca in advance.
- The Gallery cannot be opened to the public in the absence of the event organizers, nor without organizing daily security in case of exhibits that require additional security coverage. Please contact Humber's Department of Public Safety directly to arrange for daily security (additional cost) and to coordinate who may access the space during non-exhibit hours.
- Event organizers are responsible for exhibit pieces and valuables (if any) after the opening reception and should regularly check pieces on display.
- All activities including check-in or coat check are meant to take place within the Art Gallery. Any planned activity outside of the Art Gallery requires a separate Atrium booking and adherence to the Atrium protocol.
- The event organizer is responsible for ensuring that all food and beverages stored in the kitchen are disposed of after the reception, and all garbage is cleared and set neatly next to an Atrium garbage container for collection.
- The use of microphones and music may be permitted in the gallery during the academic term provided that sound levels are not disruptive to classes and it does not interfere with other events.
- The Art Gallery space is not available during exam time.
- There is a ladder in the Art Gallery closet. Only ladder certified individuals are permitted to use a ladder.
- Artwork may only be mounted along the indentation or groove provided and hung using S-hooks, easels or poster boards along the indentation of the wall.
- Artwork and other décor may not be affixed using any adhesives, tape, nails or other hardware or materials to the walls, floor, ceiling or lighting tracks.
- Removal of the Art Gallery's light fixtures and/or bulbs from the ceiling is not permitted. Rather, each track has its own light switch, and lamps can be moved along the ceiling track and can swivel in multiple directions to provide the desired lighting effect.
- The Gallery's lighting fixtures cannot be covered using cellophane or other materials or attachments as it poses a fire hazard.
- Popcorn or cotton candy, smoke or related machinery are not permitted inside the space.
- Repairs for any damages made to the Art Gallery will be at the expense of the department responsible for the event.

This protocol is not intended to cover all situations that may occur. Any activities that are deemed to be inappropriate use of the Art Gallery will be at the discretion of building management and Public Safety.

Any questions or concerns, please contact the Information Officer at info.officer@quephhumber.ca or 416.798.1331 Ext. 6084.

By signing below, I declare I have read and agree to adhere to the protocol outlined in this document including those guidelines outlined in the Space Booking Protocol.

Signature: _____ Date: _____