

Reservation Contract Arts & Humanities Building

Rooms: 2R07, 2R23, 2G30

I, _____ will be using:
on _____ (Date) _____
from _____ to _____ (time)

for _____ (reception, meeting, seminar etc.)

and will be responsible for leaving the room(s) in a clean and orderly state. Any furniture that has been moved will be returned to its original state after use.

The following furniture/material (non-Arts and Humanities property) will be used as part of my event's set up. I will ensure that they are removed promptly after the event.

Items Brought In

1. _____
2. _____
3. _____

I have read and agree to abide by the Faculty of Arts and Humanities policies regarding use of the room(s) in question:

Signature of Reservation Holder

Contact Phone Number

Contact Email

Speed Code and Account Number (will be charged if required)

- 2R07 Classroom
-capacity 44
- 2R23 Classroom
-capacity 77
- 2G30 Library Reception Room
-capacity 199

2R07 and 2R23: Access is by Guest Swipe Card only, available from the Dean's Office.

Guest Swipe Card # _____

Card Sign out: _____

Card Sign in: _____

Card pick up and return: The Dean's Office is open 8:30-12:00 and 1:00-4:30 Monday to Friday. Please return swipe card as early as possible the next business day after event.

An AV Equipment Key is attached to each swipe card.

2G30 Library Reception Room: Accessible when the Arts and Humanities Building is open: 6:00 am to 10:30 pm, seven days a week, excluding statutory holidays and when Western is closed. No key or swipe card required.

Please note: 2G30 is available to undergraduate students as a quiet study space. Students may be asked to leave during an event.

For technical assistance in 2R07 and 2R23, please contact Wayne Brereton at least three weeks in advance of your event. Email: wayneb@uwo.ca

There is no technical equipment in 2G30 Library Reception Room

Reservation Approved by

Date

General Room Booking Policies for Arts & Humanities Rooms in the Arts & Humanities Building

- 2R07 (Classroom, capacity: 44)
- 2R23 (Classroom, capacity: 77)
- 2G30 (Library Reception Room, capacity: 199)

1. The Arts & Humanities Rooms are booked through the Dean's Office (3R34). The person or group booking the room(s) must provide a department speed code and account number and sign a reservation contract. Signing the contract acknowledges that, if required, you will be charged for clean-up of food and drink, for garbage removal, and for any necessary repairs to the room(s) as a result of damage during your event. Your reservation will not be secure until this is done.
2. No blanket bookings will be allowed.
3. Alcohol may be brought in only through Great Hall Catering.
4. More than one room may be booked for an event. Please note: the weekend time slot (Friday 4:30 pm to Monday 8:30 am) will be assigned to one event per room or group of rooms.
5. If you require technical assistance for your event, you must contact Arts & Humanities Technical Services *at least three weeks* in advance of your event. If you need a Technician on site during your event, Technical Services will do its best to find part-time assistance. The cost of this assistance must be incorporated into the budget for your event.
6. Furniture may not be removed from the rooms. All furniture must be returned to its original position.

Policies for Units within Arts & Humanities

1. Members of the Faculty of Arts & Humanities may book these rooms up to one year in advance for academic and University-related events.
2. Student groups may book these rooms for academic and University-related events if a department within the Faculty of Arts & Humanities provides a department speed code and account and takes responsibility for the event.

Policies for Units outside Arts & Humanities

1. If the rooms are still available, academic and administrative groups outside the Faculty of Arts & Humanities may book the rooms within three months from the date in question. Use of the rooms is strictly limited to academic and University-related events.
2. The Dean of Arts & Humanities may allow the President's Office and other Deans to book the rooms up to one year in advance for events of very special significance. Generally, the Dean-to-Dean privilege may be invoked only once a year per Faculty.