



Special Occasion Request Form

Please send your request via email to gym@utgsu.ca or drop off the form in person at the UTGSU Office located in the basement of 16 Bancroft Avenue.

Name:

Name of Organization:

Type of Organization (Student or Department):

Requested Date(s) and Time:

Email:

Phone:

Intended Audience:

Anticipated Number of Attendees:

Space Requested (UTGSU Gym or UTGSU Lounge):

Do you intend to charge an admission fee? If yes, how much?

Event Description:

Terms of Use

The reserving organization/person agrees to abide by the [UTGSU Gym Rules and Regulations](#).

1. The individual named above is the person whom shall be the designated contact person.
2. It is understood that the space requested above is for the sole use of the reserving organization named herein and not for any other organization.
3. The contact will notify the UTGSU at least three business days before the booking of any cancellations. If the booking is not cancelled, the reserving organization may be charged.
4. The reserving organization will provide proof of liability insurance for the requested use of the gym.
5. Upon approval of the event, the contact person will follow-up with the UTGSU to confirm this booking.

****Weekend Fee**** \$30/hour will be required to hire the UTGSU Building Monitor on Weekends.

Accessibility The gym and lounge are not accessible.