

Special Request to Use Previously Scheduled Institutional Space

To be submitted to the Registrar 4 months prior to event
(May 1 for Fall Term; September 1 for Winter Term)

Requestor (Dean/AD/Manager/Director):			
Space(s) Requested:			
Event Name and Type/Purpose:			
Event Date(s) and Start/End Time(s):			
Date(s) Required to Set Up and Tear Down: Gymnasium: <ul style="list-style-type: none"> A minimum of 4 hours prior to the event is required to set up; A minimum of 4 hours the day after the event end date to tear down. IB Theatre Quadrants (2 or more): <ul style="list-style-type: none"> Moving walls: A minimum of 2 hours prior to the event start time required to set up; depending on event start time, may need to set up the day before the event; Returning walls: A minimum of 2 hours after the event end time required to set up; depending on the event start time, may need to tear down the day after the event. Other Scheduled Space(s) <ul style="list-style-type: none"> Set up time varies for other spaces and will be calculated by Facilities and affected parties at point of request submission. The minimum set up and tear down times above may be adjusted based on the type of event. Normally, event set up and tear down will take place during normal business hours (Monday-Friday, 8:00 a.m. - 4:30 p.m.). Where this work is required outside of normal business hours, consultation must take place with Facilities Management.		Set-up	
		Date(s):	
		Time(s):	
		Tear Down	
		Date(s):	
Time(s):			
Please consult with Scheduling for a complete list all courses/athletics activities affected by this request. Information can be entered here or attached as a separate document:			
Are there any courses (credit/non-credit) or Kodiaks Athletics activities taking place during the required time period for the event (including set-up and tear down)?		Yes	No
How many classes/activities are impacted by this request?		How many individuals are impacted by the decision (registration #s)?	
Can the impacted activities find alternative space to continue or will cancellation of activities be required?		Yes	No
Identify those individuals who were consulted during preparation of this request:			

*Requests submitted within 4 months of the event may be considered.

The following criteria will be considered during the review of this request (Likert Scale):	
	How does the proposed event 'fits' with institutional priorities as identified in the Comprehensive Institutional Plan [1 (no fit) -5 (excellent fit)].
	Is this an opportunity to promote the college brand? [1 (no brand promotion) – 5 (great, positive exposure for college)]
	Does this event foster community engagement? [1 (no community engagement) – 5 (lots of community engagement with multiple stakeholders)]
	Is this a revenue-generating opportunity (Likert Scale [1 (no revenue) -5 (significant revenue)]).

Requestor:		Signature:		Date:	
Associate Dean of Centre Impacted:		Signature:		Date:	
Director of Facilities Support:		Signature:		Date:	
Supervising CLC Member:		Signature:		Date:	
Registrar:		Signature:		Date:	

ONCE THE APPLICATION HAS BEEN CONSIDERED, THE FOLLOWING STEPS WILL BE TAKEN:

O If the request is approved:

- The Registrar's Office will communicate the decision to the requestor and the impacted program areas (Associate Dean, Faculty, Athletics, BFFL, etc.).
- The requestor will be directed to meet with Scheduling and Facilities Management to finalize the details.

O If the request is not approved:

- The Registrar will advise the requestor and Scheduling of the decision, and the temporary hold on the space, if one was made, will be removed.