
STUDENT REQUEST TO BOOK A ROOM

Name: _____ ECU ID: _____
Course: _____ Faculty Name: _____
Phone: _____ ECU email: _____@ecuad.ca
Room: _____ Date of use: _____ Time: Start: _____ End: _____

START AND END TIME MUST INCLUDE SET-UP, TAKE-DOWN + SANITATION OF SPACE

SCHEDULING OFFICE USE ONLY

The above room has been booked through the Scheduling Office on the requested date.

Date: _____ Signature: _____

What will the room be used for? Please specify.

Will any tools and/or equipment be used? If yes, please list. Y _____ N _____

Do you require mobile equipment (scissor lift, forklift)? If yes, please list. Y _____ N _____

Will anyone who is not a student, faculty or staff member of ECU be attending or participating? Y _____ N _____

Will any food or beverages be served? Y _____ N _____

PLEASE NOTE:

- Use of the Reliance Theatre (A1060) is approved only if training has been provided by CTS staff or ECU faculty.
- **NO FOOD OR DRINK IS ALLOWED IN THE RELIANCE THEATRE.**
- If, while an event is in progress, Facilities or Security determine that the safety or security of students, employees or university property is jeopardized, they are authorized to take action to control or stop any event.
- Any signage for your booking must be removed after your event.
- **NO ALCOHOL WILL BE PERMITTED.**

FACILITIES USE ONLY

Approved? Y _____ N _____ Approved by: _____

HOW TO PROTECT AND RESTORE COMMON SPACE

PLEASE NOTE

- **The University is not responsible for loss, theft or damage to students' work. This includes work that may be damaged as a result of computer failure or faulty equipment.**
- **All areas are to be restored to their original condition. All areas will be inspected once installations are removed. Taking pictures of a space prior to installation is an easy way to establish a baseline for restoration, but if you are unsure of what needs to be done to restore a particular space, please contact Facilities.**
- **All areas must be restored at the time of take down. Be sure to include time for this task when booking the space.**
- **Failure to comply with this requirement will result in the student being charged for any work and materials needed to fix the area, and may affect any approval of future room/installation booking requests.**
- **Tool and paint supplies are available through the Tool Checkout + Resale Materials. Guidance for filling, sanding, or painting is available from your Studio Technician.**

DO NOT PAINT

WOODEN BEAMS	BASEBOARDS	SWITCH PLATES
METAL BEAMS	DOOR JAMBS	THERMOSTATS
FLOORS & CARPETS	CEILINGS	FIRE PULL STATIONS/BELLS
THERMOSTATS	METAL CORNER GUARDS	AIR DUCTS
DOORS & WINDOWS	LIGHTS & LIGHT FIXTURES	ROOM NUMBERS
ELECTRICAL OUTLETS	TELEPHONES	FIRE EXTINGUISHERS

DO NOT INSTALL ARTWORK IN THE FOLLOWING AREAS

- elevators
- from overhead pipes, beams, ventilation pipes, sprinkler heads or light fixtures
- on or above doors or on door glass
- in front of doors, windows, or fire exits
- stairwells, washrooms, student lounge or cafeteria
- **No candles**, flames or burning of any kind
- Fire extinguishers must never be obstructed or moved
- Any screws, nails, staples or hooks used during installation are to be removed afterward
- Fasteners (screws, nails, etc.) cannot exceed 30mm in length
- Fasten artwork only to walls that are plywood-backed. OK to use masking tape or painter's tape on any walls
- Do not cut, drill, nail or use fasteners on beams, posts, concrete floors/walls etc.
- Electrical outlets, door jambs and baseboards etc. must be masked over with tape and paper before painting. Do not remove switch covers or electrical outlet covers
- When painting use drop sheet to cover floor and carpeting
- Do not use glue or felt pens on walls or other surfaces
- For 3D work, ensure that there is clearance of at least 5 feet around one side to allow safe passage for people in the area of your work
- Also, for 3D work, be sure that there are no pointy parts at eye level that could injure people as they pass by