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## STUDENT ROOM BOOKING REQUEST

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Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Class: \_\_\_\_\_ Instructor Name: \_\_\_\_\_

Cell #: \_\_\_\_\_ Emily Carr email: \_\_\_\_\_@ecuad.ca

Room #: \_\_\_\_\_ Date(s) of room use: \_\_\_\_\_ Time(s): Start: \_\_\_\_\_ End: \_\_\_\_\_

**PLEASE NOTE: THE TIMES YOU BOOK A ROOM MUST INCLUDE YOUR SET-UP AND TAKE-DOWN TIMES**

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### FOR SCHEDULING OFFICE USE ONLY:

The above location has been booked through the Scheduling Office for this installation during the designated period of time.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

1. What will the room be used for (describe in detail including any tools/equipment used)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Will anyone who is not a student, faculty member or staff member of Emily Carr University be attending or participating? \_\_\_\_\_
3. Will any food or beverages be served? \_\_\_\_\_

### PLEASE NOTE:

- Use of the Reliance Theatre (room A1060) is approved only if training has been provided by Collaborative Technologies staff or ECUAD faculty.
- **NO FOOD OR DRINK IS ALLOWED IN THE RELIANCE THEATRE!**
- If, while an event is in progress, Facilities or University security personnel 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**

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### FOR FACILITY USE ONLY:

Approval: Yes \_\_\_\_\_ No: \_\_\_\_\_

Post installation inspected by Facilities: \_\_\_\_\_ Inspected by: \_\_\_\_\_

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## HOW TO PROTECT AND RESTORE COMMON SPACES

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### 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 put back to their original condition. Areas will be inspected when installations are removed. If you are unsure, please contact Facilities.
- All areas must be restored at the time of take down. Be sure to include time for this when booking the space.
- Failure to comply will result in you (the student) being charged for any work and materials needed to fix the area, and may affect any approval of future room/installation bookings.
- 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:

- in the elevators
- from overhead pipes, ventilation pipes, sprinkler heads or light fixtures
- on or above doors or on door glass
- in front of doors, windows, or fire exits
- in stairwells, or washrooms, or the student lounge/cafeteria
- **No candles**, flames or burning of any kind
- Fire extinguishers are not to be removed/tampered with
- Any screws, nails, staples or hooks used in other rooms are to be removed
- Fasteners (screws, nails, etc.) cannot exceed 30mm in length
- Fasten artwork only to walls that are plywood backed. OK to use masking tape or painters 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. to 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