
STUDENT ROOM BOOKING REQUEST

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

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**

FOR FACILITY USE ONLY:

Approval: Yes _____ No: _____

Post installation inspected by Facilities: _____ Inspected 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:

- in the 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
- 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 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