

Reservation Contract Arts & Humanities Building

Rooms: 2R07, 2R23, 2G30

I, _____ will be using:

on _____ (Date) _____

from _____ to _____ (time)

for _____ (reception,

meeting, seminar etc.)

and will be responsible for leaving the room(s) in a clean and orderly state. Any furniture that has been moved will be returned to its original state after use.

The following furniture/material (non-Arts and Humanities property) will be used as part of my event's set up. I will ensure that they are removed promptly after the event.

Items Brought In

1. _____
2. _____
3. _____

I have read and agree to abide by the Faculty of Arts and Humanities policies regarding use of the room(s) in question:

Signature of Reservation Holder

Contact Phone Number

Contact Email

Speed Code and Account Number (will be charged if required)

2R07 Classroom
-capacity 44

2R23 Classroom
-capacity 77

2G30 Library Reception Room
-capacity 199

2R07 and 2R23: Access is by Guest Swipe Card only, available from the Dean's Office.

Guest Swipe Card # _____

Card Sign out: _____

Card Sign in: _____

Card pick up and return: The Dean's Office is open 8:30-12:00 and 1:00-4:30 Monday to Friday. Please return swipe card as early as possible the next business day after event.

An AV Equipment Key is attached to each swipe card.

2G30 Library Reception Room: Accessible when the Arts and Humanities Building is open: 6:00 am to 10:30 pm, seven days a week, excluding statutory holidays and when Western is closed. No key or swipe card required.

Please note: 2G30 is available to undergraduate students as a quiet study space. Students may be asked to leave during an event.

Reservation Approved by

Date

For technical assistance in 2R07 and 2R23, please contact Spencer Summerfield at least three weeks in advance of your event. Email: ssummerf@uwo.ca

There is no technical equipment in 2G30 Library Reception Room