

APPLICATION FOR ON CAMPUS EVENT

(Please allow for a minimum of 7 working days to process this application)

Title of Event: _____

Date of Event: _____ Time of Event: _____ To: _____

*Location: _____ Applicant: _____ Tel: _____ ID#: _____

Organization/Faculty: _____ Email: _____

Co-sponsoring Organization(s)/Faculties: _____

Ontario Tech Event Other _____

Description of Event: (Use back of form if more space is required)

Number of Ontario Tech participants: _____ Number of external participants: _____

Guest Speaker(s)? Name(s): _____ Admission Fee: _____

Event Open to Public Advertising/Flyers for event if **checked**, specify _____ on campus off campus both

Do you consider this a potentially **high-risk** activity? Yes No

Outside Suppliers If **checked**, please provide copy of agreement/contract and certificate of insurance

Event Requirements: (To be arranged by applicant, use back of form if more space is required)

Food Service Dana's Hospitality Other, specify vendor name: _____

Bar Service If **checked**, please contact Jacquelyn Dupuis **30** days prior to event date

Ontario Tech paying for Bar Service

Housekeeping Services, specify: _____

Special Parking Passes

Audio Visual Equipment

Facilities and Logistical Management Services, specify: _____

(i.e. Power Hook-up, moving furniture, portable washrooms etc.)

Special access for people with disabilities required

The undersigned contact certifies that the **Organization is legally compliant, and in particular, is compliant with the Human Rights Code of Ontario, has a policy of Human Rights compliance and/or will uphold the same.

Applicant Signature: _____

I hereby certify that I have signing authority and I am authorized to approve this event.

Signature: _____
Dean/ VP

Print Name: _____

<p>For use by the Office of Risk Management Only</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Not approved, details below: _____ <input type="checkbox"/> Conditionally approved, details below: _____</p>	<p>Date: _____</p> <p>Signature: _____</p>
<p>Insurance Provider:</p> <p><input type="checkbox"/> Insurance Waived – Authorized by: _____ Title: _____</p> <p><input type="checkbox"/> Insurance by Suppliers <input type="checkbox"/> All-Sport Insurance purchased through Ontario Tech University</p>	

Following Dean/VP approval, submit form to: Risk Management, Jacquelyn Dupuis, Jacquelyn.Dupuis@ontariotechu.ca
Copy 1: Office of Campus Infrastructure & Sustainability, OCISBuildingOps@ontariotechu.ca
Copy 2: Security Services, John Neil, John.Neil@dc-ot.ca
Copy 3: Communications and Marketing, events@ontariotechu.ca
Copy 4: Student Life, Stephen Thickett (student related only)
Copy 6: Regent Theatre, Kevin Arbour (theatre related only)

*Restricted space must be booked with the appropriate authority according to the Booking and Use of University Space Procedure

**Organization has a policy or is otherwise committed to upholding the Human Rights Code