

APPLICATION FOR ON CAMPUS EVENT

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

Date of Event:	Title of Event:			
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: □ Guest Speaker(s)? Name(s): □ 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: □ Inereby certify that I have signing authority and I am authorized to approve this event. Signature: □ Inereby Certify that Office of Risk Management Only □ Insurance Provider: □ Insurance Provider: □ Insurance Provider: □ Insurance Waived – Authorized by: □ Insurance Vaived – Authorized vaived – Authorized vaived – Authorized v	Date of Event: Tim	e of Event:	To:	
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□ Insurance by Suppliers □ □All-Sport Insurance purchased through Ontario Tech University				

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

 $[\]hbox{**Organization has a policy or is otherwise committed to upholding the Human Rights Code}\\$