

GYM SET-UP -- WORK ORDER

For internal bookings, please fill out the additional information and submit with your booking form to Room Bookings and Events Coordinator.

Gym Availability

Date Requested: _____ Gym Staff Check: _____
(Initial & Date)

Name of the Event: _____

Contact for event: _____ Home Phone #: _____

Work Phone#: _____

Email: _____

Set-up Time: _____ Take Down Time: _____

Cost Centre (for overtime if needed): _____

CLASS NOTIFICATION

Will classes be affected: Yes ___ No ___ (To be filled out by Gym Staff)

If classes are affected, the person in charge of booking the facility must notify the Dean/Department Head that oversees the class. The Dean/Department Head is required to sign off this form indicating they will be responsible for notifying the affected faculty that their course(s) will be cancelled or rescheduled.

List any classes that will be affected:

1. Class Name: _____ Time: _____

Outcome (e.g. class cancelled, class relocated) _____

By signing below, I have been notified that a class under my direction has been affected by this booking. I have contacted the appropriate faculty and have arranged the appropriate outcome.

Dean/ Department Head Signature: _____ Date: _____

2. Class Name: _____ Time: _____

Outcome (e.g. class cancelled, class relocated) _____

By signing below, I have been notified that a class under my direction has been affected by this booking. I have contacted the appropriate faculty and have arranged the appropriate outcome.

Dean/ Department Head Signature: _____ Date: _____

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Upon completion of the booking form, the gym staff will provide a summary of what is required for the bookings. As most of the work, for these types of activities, will fall under the facilities department, a signature from the facility manager is required to confirm staff availability. This signature is required to verify the booking.

Set Up Requirements

Take Down Requirements

By signing off this form, I acknowledge the expectations of my staff for this event and agree to the work outlined.

Allan Knibbs
Facilities Manager

Jeff Young
Campus Life Staff

PRINT NAME
Group Booking Representative

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Ask these questions

Does the booking require the gym floor to be put down?
Does the booking require bleachers?
Does the booking require chairs? How many?
Does the booking require tables? How many?
Does the booking require staging?
Does the booking require extra lighting?
Does the booking require AV Equipment? i.e. microphones, extension cords, Microphone stand?
Does the booking require a Piano?
Does the booking require the 220V outlet?
Does the booking require the lift?
Does the booking require the dance floor?
Does the booking require a step ladder?
Does the booking require anything delivered to the College?
Does the booking have a Diagram of their preferred layout?

Does the booking have a volunteer group to help clean up?
Does the booking require food or drink in the gym during your event? If so, booked Janitorial
Does the booking require College staff to assist with event? Will there be overtime charges? Did you inform the person booking?

Do you need to bring in an auxiliary?

Does the booking require dividers?
Does the booking require coat racks?
Does the booking require the Cafeteria/Catering?
Will there be alcohol on the premises?
Did you get a Certificate of Insurance?
Does the booking require extra garbage receptacles?
Does the booking require Bouncers? (the booking group must provide them)
Does the booking require security? Book with Facilities Assistant
Does the booking require Fire Marshall approval? (i.e. Highschool Prom)

Air circulation