

USER/GROUP:		RENTAL PURPOSE:		ROOM(s):
Registered Charity #:		DAY(S)/DATE(S):		
Anticipated Attendance:		TIME(S):		
FACILITY TYPE:	CLASSROOM	LECTURE THEATRE seats 100	COMPUTER LAB	SCIENCE LAB
	CLASSROOM - WIRED	LECTURE THEATRE seats 50	NURSING LAB	MEETING ROOM
	GYMNASIUM	HALLWAY/FOYER	GROUNDS	CAFETERIA
EQUIPMENT REQUIRED:	AS per ROOM	FLIP CHART	PORTABLE COMPUTER	PORTABLE LCD
	PORTABLE TV/DVD/VCR	OVERHEAD PROJECTOR	TELECONFERENCE	VIDEOCONFERENCE
<p>✓ USE OF COTR FACILITIES DOES NOT INCLUDE EQUIPMENT UNLESS REQUESTED AND APPROVED.</p> <p>✓ CONSUMABLES ARE FOR COTR USE ONLY AND ARE NOT FOR USE BY INDIVIDUALS OR EXTERNAL USER GROUPS.</p> <p>See Page 2 for Terms and Conditions.</p>				
OTHER REQUIREMENTS:	FOOD SERVICE	SECURITY	JANITORIAL	I.T. SUPPORT
	EQUIPMENT TUTORIAL	FACILITIES SUPPORT	OTHER:	
REQUESTED BY:	DATE OF REQUEST:			
<p>I, the undersigned, have read, understand and agree to accept personally on behalf of all terms and conditions outlined herein and further, accept responsibility for any damages and additional costs incurred as a result of use of College facilities, equipment, grounds, and agree to abide by the conditions of use as contained in the COTR Facilities Usage Procedure as well as all provincial, civic, and federal requirements.</p>				
BILLING ADDRESS: _____		CITY/PROV: _____	POSTAL CODE: _____	
EMAIL: _____		PHONE 1: _____	PHONE 2: _____	FAX: _____
SIGNATURE: (Authorized User Group Representative): _____		DATE: _____		

COLLEGE USE ONLY

ROOMS BOOKED:
EQUIPMENT BOOKED:
OTHER REQUIREMENTS:

FEE WAIVER:	REGISTERED CHARITY	PARTNER	Other _____	
USER GROUP:	NON-PROFIT/CHARITY	COMMERCIAL	COMMUNITY	EDUCATION OTHER
INSURANCE CERTIFICATE:	Not Required	Requested	Received	

SPECIAL APPROVALS:

EQUIPMENT COMPETENCY/APPROVAL:	APPROVED (IT Support) _____	Not Required
GROUNDS ALLOCATED:	APPROVED (Manager of Facilities) _____	Not Required
CLASS ACT:	APPROVED (Head Chef) _____	Not Required
CAFETERIA:	APPROVED (Manager) _____	Not Required
VICE PRESIDENT EDUCATION:	APPROVED (alcohol or sensitive issue) _____	Not Required
GYMNASIUM:	APPROVED (Manager Campus Life) _____	Not Required
	APPROVED (Instructor) _____	Not Required

Terms and Conditions

The User/Group agrees to be bound by the following Terms and Conditions for use of College facilities, grounds and equipment and agrees to abide by the conditions of use as contained in the College Facilities Usage Procedure.

The User/Group is responsible for becoming acquainted with all College, government and municipal policies and regulations and ensuring compliance with same. Use of College facilities may be withdrawn as a result of non-compliance of regulations.

1. Indemnity

1.1 The User/Group must indemnify and save harmless the College and the College's officers, employees, servants, agents and contractors from any loss, claim (including any claim of infringement of third-party intellectual property rights), damage award, actions, causes of action, costs or expenses that the College or any of the College's officers, employees, servants, agents and contractors may sustain, incur, suffer or be put to at any time, either before or after this Agreement ends, (each a "Loss") to the extent the Loss is directly or indirectly caused or contributed to by act or omission by the User/Group or by any of the User's/Group's agents, employees, officers, directors or Subcontractors in connection with this Agreement; or any representation or warranty of the User/Group being or becoming untrue or incorrect.

2. Insurance

- 2.1 The User/Group, without limiting the User's/Group's obligations or liabilities and at the User's/Group's own expense, purchase and maintain throughout the Term the following insurances with insurers licensed in Canada in forms and amounts acceptable to the College Commercial General Liability in an amount not less than \$2,000,000.00 inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under this Agreement and this **insurance must include the College as an additional insured** and include a cross liability clause.
- 2.2 All insurance must be primary and not require the sharing of any loss by any insurer of the College.
- 2.3 The User/Group must provide the College with evidence of all required insurance as follows:
- (a) Within 10 Business Days of commencement of the rental and the User/Group must provide to the College evidence of all required insurance in the form of a Certificate of Insurance;
 - (b) Despite paragraph (a) above, if requested by the College at any time, the User/Group must provide to the College certified copies of the required insurance policies.
- 2.4 The User/Group must obtain, maintain and pay for any additional insurance which the User/Group is required by law to carry, or which the User/Group considers necessary to cover risks not otherwise covered by insurance specified in this Agreement in the Contractor's sole discretion.

3. THE COLLEGE IS NOT RESPONSIBLE FOR ANY PROPERTY LEFT OR STOLEN ON COLLEGE PREMISES.

OFFICE USE ONLY	CHARGES		TOTAL
Room Rental Fee			
IT Services			
Media Services			
Janitorial			
Facilities			
Food Service			
Security			
Other Charges			
"NO-SHOWS"	24 hour cancellation required or first day costs charged		
COTR PARTNER	YES	NO	
DAMAGE DEPOSIT	YES	NO	
REQUEST TO INVOICE	YES	NO	
		TOTAL	