

**William Doo Auditorium NEW COLLEGE FACILITY RENTAL APPLICATION**

45 Willcocks Street, Toronto, ON M5S 1C6

P: 416-946-0529 E: nc.roombookings@utoronto.ca

Title of the event: \_\_\_\_\_

Est. # attendees: \_\_\_\_\_ Set-up start time: \_\_\_\_\_ Break down end time: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Start time: \_\_\_\_\_ Event End time: \_\_\_\_\_

Detailed Description of Event:  
\_\_\_\_\_

**CONTACT INFORMATION**

Name of the group: \_\_\_\_\_ Group organizer: \_\_\_\_\_

Full address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Onsite Contact: \_\_\_\_\_

Cell contact number: \_\_\_\_\_ Email: \_\_\_\_\_

*\*Group Organizer/Onsite contact is required to be present at event/sign out keys.*

**FOOD SERVICE DETAILS**

Do you require use of the Atrium? Yes No **Please note the Atrium is not available due to renovations. No scheduled completion date.**

Will food be served?\* Yes No If yes, UofT OR external catering?: \_\_\_\_\_

Will alcoholic beverages be served?\*\* Yes No

\*\*A request to serve alcohol must be submitted to University of Toronto Beverage Services at 416 978-6415 at least 30 days prior to the event. Documentation must be presented to the New College Room Booking Officer at least 2 weeks prior to the event.

**AUDIO-VISUAL EQUIPMENT DETAIL**

**Groups not requesting student AV Tech Support will be required to use equipment without assistance. Unchecked boxes will be defaulted to 'No'.**

**Please NOTE the Group Organizer is responsible for bringing any AV equipment not listed below.**

Please indicate if you will be using the following equipment:

**Podium** Yes No **Are you familiar with the AV equipment?** Yes No

**Note:** HDMI, USB Chord and Control Screen for connecting laptop to projector is attached to podium. There are 2 podium microphones, 2 hand held microphones, 2 lapel mics in Room A. All assisted listening devices are in the Room B podium. **Make sure you have an HDMI port on your laptop for this wired connection.**

**Wireless Devices** (indicate how many of each (max 4): ClickShare Dongle (with USB-C Connect): \_\_\_\_\_ (this can be used to connect PC to projector wirelessly)  
Handheld mic: \_\_\_\_\_  
Lapel mic: \_\_\_\_\_  
Podium mic: \_\_\_\_\_  
Assistive listening device: \_\_\_\_\_ (this can be used for people with hearing loss)

**\*\*Event Organizers must bring their own laptop\*\***

**Please list any additional information or student AV set-up support required. \*min. of 2 hours at \$18.00 per hour (based on availability)\***

**METHOD OF PAYMENT**

**\* A \$100 non-refundable deposit is required to confirm booking. We do not require this \$100 non-refundable deposit if all fees are waived. The remaining balance is due 2 (two) weeks prior to the event.**

**\*All payment must be made in the form of CDN cash, certified cheque, or money order (made payable to the University of Toronto – New College). \*All rental fees are subject to 13% HST.**

**U of T Departments: Payment with debit memo accounts will be billed in full after event.**

Department: \_\_\_\_\_ Name of business officer: \_\_\_\_\_

UofT G/L: \_\_\_\_\_ CFC: \_\_\_\_\_ CC: \_\_\_\_\_ Fund I/O: \_\_\_\_\_

Print name of account: \_\_\_\_\_ Authorized signature: \_\_\_\_\_

## NEW COLLEGE FACILITY RENTAL REGULATIONS AND POLICIES

40 Willcocks Street, Toronto, ON M5S 1C6  
P: 416-946-0529 E: [nc.roombookings@utoronto.ca](mailto:nc.roombookings@utoronto.ca)

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\*\*Please ensure your application has been accepted and approved before advertising your event \*\*

The College agrees to permit the Group to use the meeting rooms and space described above (hereinafter called the "Premises") under the following additional terms and conditions:

### AUDIO VISUAL REQUESTS

Student audio-visual support is available with advanced notice for a service charge of \$18.00/hour based on a minimum of 2 hours. These individuals will set up the basic AV and deal with any basic AV problems during the rental agreement (subject to availability).

### CANCELLATION BY THE GROUP

All cancellations by the Group must be made in writing **at least 14 (fourteen) days** prior to the event. Failure to do so will result in being charged the full rental fee. The non-refundable deposit of 25% will be taken as the cancellation fee if canceled greater than 14 (fourteen) days prior to scheduled event date.

For any group with rental fees waived, a fee of \$100.00 will be charged for late cancellation.

### CANCELLATION BY THE COLLEGE

The College reserves the right to cancel any meeting rooms and space and terminate this Agreement where:

(a) The College is unable to perform its obligations under this Agreement for any reason beyond its control, including but not limited to strike, labour dispute, accident, fire, flood or other emergency condition. In such an event, The College will, at the request of the Group, endeavour to provide the Group with the use of alternative rooms or facilities.

(b) The Premises are required by the College for:

- (i) A University of Toronto academic credit or non-credit course,
- (ii) An official University of Toronto function designated under the authority of the Chancellor or President, or
- (iii) An approved University of Toronto activity.

The College will not exercise its right to cancel a booking or license under this sub-paragraph in an unreasonable manner and will provide the user with as much notice as possible.

(c) The function is not suitable for the Premises or the proposed activities may be unlawful, present a risk to either public safety or the safety of persons using the Premises, or be contrary to public policy.

If The College cancels a booking or terminates this Agreement, The College will return any payments made by the Group or user with regard to the booking. Where The College cancels a booking or terminates this Agreement for any of the reasons stated in this Agreement, the Group hereby agrees that The College is not liable for any loss or damage of any nature or kind whatsoever and howsoever caused that may be suffered by the client and non-performance of the Agreement by The College is excused.

### COMPLIANCE WITH THE LAW

The Group agrees to comply and conform to the requirements of every applicable statute, regulation, ordinance or by-law whether federal, provincial or municipal including all fire regulations that are applicable to the Group's use of the Premises.

### COMPLIANCE WITH THE COLLEGE POLICIES

The College reserves the right to cancel the reservation if it conflicts in any way with the general policy of the University of Toronto regarding meetings and events on campus. <https://governingcouncil.utoronto.ca/system/files/2020-03/space%20at%20the%20university%20of%20toronto%2C%20policy%20on%20the%20temporary%20use%20of.pdf>

### CUSTODIAL FEES

All Friday, Saturday, Sunday, and holiday bookings are subject to caretaking fees. Due to union regulations, all set ups must be arranged through the College. Rooms must be returned to the original state and all waste must be removed from the room. Excess spillage or garbage will result in additional caretaking fees with the total cost subject to the assessment of the College.

### **3 DAMAGE TO COLLEGE ROOMS, FACILITIES, AND EQUIPMENT**

The Group is liable to The College for the cost of repairing any damage to Premises that occurs during the period of the Group's occupancy or use of the Premises and for the replacement cost of any equipment that that is lost or stolen. Such repairs or replacements will be affected by the University of Toronto. The Group agrees to ensure that no alterations to or tampering with University of Toronto fabric, utilities or facilities, will occur without explicit permission of an authorized University of Toronto officer. If any such work is approved, it must be carried out under the supervision of the University of Toronto's Facilities & Services Department.

Only props and displays constructed of nonflammable materials may be used within a University building. Standard 15A 120-volt power is available in the meeting rooms. Extension cords are prohibited unless it is a multiple outlet type with a built-in fuse and surge protector. The Group is liable for all damages and equipment repairs related to a power outage as it relates to the event.

The use of cooking appliances (toaster ovens, hot plates, electric frying pans, and electric grills) is prohibited in all rental facilities, including smudging or smoke-related activities, candles, or sparklers without permission in writing of the Chief Administrative Officer at New College.

#### **DEPOSITS**

A \$100 non-refundable deposit is due with the rental form **unless all fees are waived**. Failure to provide the deposit can result in the cancellation of the Rental Agreement.

#### **DISPLAYS AND EXHIBITS**

All displays, exhibits, and decorations must be free standing without attachments to walls, ceilings, or floors. Decorations and notices are only permitted on the cement walls; please use clear tape to post any notices. Items such as nails, pushpins, tape or potentially damaging fasteners may not be used to hang signs on walls, ceilings, doors or floors.

#### **FACILITY USAGE**

Unless otherwise provided in writing, this Agreement only permits the Group to use the Premises as a meeting space and this use is limited to the date(s) and time(s) specified. The Group will use the Premise for only the purpose stated on the Room Rental Agreement form. For student groups, the activity must be consistent with the mandate of the group as registered in ULife. Groups booking lounge spaces (Wilson Lounge / Wetmore Lounge / New College 2 Atrium) should be made aware the space is identified as a communal area. Non-participants reserve the right to remain in the space during an event. Any misrepresentation will result in a booking cancellation in addition to being banned from booking opportunities. The Group is forbidden from using meeting space for commercial purposes, such as paid tutoring, academic services or for the sale or promotion of goods or services.

#### **FINAL PAYMENT**

The Group agrees to pay the full remaining balance (14) days prior to the event date. Failure to pay the remaining balance will result in the cancellation of the Agreement. In the case of internal debit memos, the Group will be billed immediately after the event.

#### **FOOD AND BEVERAGES**

No outside food or beverages are allowed without prior authorization by The College. No alcoholic beverages may be served without prior authorization by The College and the necessary Special Events LCBO license. The license must be obtained through University of Toronto Beverage Services at 416-978-6415.

Catering inquiries and any table linens inquiries may be directed to University of Toronto Food Services at 416-585-3169 or through <https://stgeorgecatering.utoronto.ca/>. Selling of merchandise, drinks (non-alcoholic), baked goods, etc. is not permitted without prior written permission of The College.

For external catering, please follow the College's rules and regulations.

- (i) The College is not responsible for any incidents that occur while caterer is on the premises.
- (ii) The caterer must abide by all Provincial Health and Safety laws as well as proper food handling.
- (iii) The College will not be involved with any agreements made between the Group and the caterer.
- (iv) The caterer must carry any permits or licenses required by law to operate.
- (v) The caterer is not to sell any food or beverage on the premises.

To avoid additional charges for damages, we ask that small spills be taken care of immediately. In the event that there is excess spillage or garbage, you will be charged the actual cost for the caretakers' time for the extra cleanup. Please note: outside of small spills, all cleaning must be done by our internal staff as per Union contract.

#### **FORCE MAJEURE**

If the University of Toronto is delayed or prevented from performing any act or service required of it hereunder, and, such delay or prevention is caused by disruption due to construction activities, strikes, labor disputes, including boycotts, acts of nature, government restrictions, judicial orders, fire or other casualty, civil commotion, or causes beyond its reasonable control, the Group agrees and accepts that it will save harmless the University of Toronto from any liability financial or otherwise.

#### **4 GOVERNMENT FEES AND LICENSES**

The Group agrees that it is solely responsible for and shall immediately pay when due any and all license fees, permit fees, assessments and taxes that may be imposed by any government or government agency whether federal, provincial or municipal with regard to the Group's use of the Premises.

#### **HOURS OF OPERATION**

The meeting room is available between 8:00 a.m. to 10:00 p.m.

#### **INDEMNITY**

The Group agrees to indemnify, defend, save and hold harmless, The College, the members of The College's Board of Governors, The College employees and agents from any and all claims, demands, actions, suits arising out of any act or omission of the Group or the Group's employees or agents arising out of or resulting from or connected in any manner with the Group's use of the Premises.

#### **INSURANCE AND TAXES**

The Group agrees not to make or any of its agents, the subject of any claim or action resulting from material damage, bodily injury or death than can be attributed to the holding of the activity in question. The College requires the Group to have a minimum of \$5 million liability insurance with University of Toronto – New College named as the insured. Please submit the insurance certificate to the College **at least 30 days prior to the start of the event**. Failure to present certificate prior to the deadline may result in the event being cancelled by the College. The Group agrees that the College will not be responsible for any injuries, loss, damaged or other valuables left by the Group before, during or after the event. The University's insurance policies provide no coverage for loss or damage to property by non-university groups. The rates are based on Canadian Dollars and are subject to all applicable taxes. Currently, the following Provincial taxes apply. Tax is subject to change without notice. Harmonized Sales Tax (HST) - 13%.

#### **INTERNET NETWORK USAGE**

The Group takes responsibility in ensuring all participants and attendees comply with the University of Toronto's policy on the Appropriate Use of Information and Communication Technology and the Computing and Networking Services' Regulations Governing Access to the Internet. Failure to comply will result in disconnection of the Internet service, university judicial action and possible legal action. Copies of these policies are available at: [https://www.provost.utoronto.ca/planning-policy/information-communication-technology-appropriate-use/#section\\_1](https://www.provost.utoronto.ca/planning-policy/information-communication-technology-appropriate-use/#section_1)

#### **LOSS OR DAMAGE TO GROUPS OR OTHERS**

The Group agrees that the College is not liable for any loss, damage, or bodily injury of whatsoever nature and howsoever caused that may be suffered by the Group, the Group's successors, assigns or personal representatives, or any person who is in attendance on the Premises under this Agreement or who uses any equipment supplied by The College under this Agreement. The University's insurance policies provide no coverage for such loss or damage.

#### **MEDIA, LOGOS & TRADEMARKS**

Please be advised any media presence on campus must be requested and approved through the University of Toronto. The University of Toronto retains the right to refuse media presence on campus. Any filming of the conference rooms, University of Toronto property, campus and all grounds associated with the University of Toronto are subject to approval by the University of Toronto.

The Group will ensure that room booking is accepted and approved before advertising the event.

The use of trademarks, trade names, service marks, logos, designs and symbols that belong to the University of Toronto is forbidden unless a written authorization is obtained in advance from the University. Non-University Groups must not imply an association with the University of Toronto. Except for the purpose of describing the location of the event, the words "University of Toronto", "UofT", or the College must not appear in any advertising or notices with regard to the event.

The Group agrees that it is solely responsible for obtaining all licenses with regard to the use on the Premises of copyrighted music, dramatic or other works, and that the Group shall immediately pay when due any and all royalties, fees and costs arising from the Group's use of such works and from the Group's use on the Premises of any patented, trademarked or franchised articles, devices, or processes (as it relates to SOCAN). The Group agrees to indemnify, defend, save and hold harmless, The College, the members of the College Board of Governors, The College employees and agents from any and all claims, demands, actions, and suits that may arise from the Group's use of any of the above described works, materials, articles, devices or processes.

#### **MERCHANDISING**

Before the sale of any merchandise is undertaken on the Premises, the Group agrees to obtain the written approval of the University of Toronto, New College.

#### **NATURE OF INTEREST**

To comply with the Accessibility for Ontarians with Disabilities Act, all promotional material should contain a contact person to discuss accessibility for the event. The right granted to the Group under this Agreement is a license only and shall not under any circumstances constitute a lease of the Premises and the Commercial Tenancy Act has no application to this Agreement.

#### **OTHER**

Priority for bookings is given to New College events (faculty, staff and student groups), followed by ULife recognized student groups and the U of T community and external groups.

## PUBLIC SAFETY AND SECURITY

The Group agrees to conduct the Group's activities in the Premises with full regard to University's policy on protection of freedom of speech. The University upholds the principles of freedom of speech and of the freedom of individuals and groups from physical intimidation and harassment. Should there be any reason to believe an event held at the College violates said policies, the Group must advise the Chief Administrative Officer at the earliest opportunity. A copy of the University's statement on the protection of freedom of speech (April, 1974) is available on request.

The Group's activities in the Premise must also uphold public safety. Occupancy may not be exceeded. Capacity for alternative seating arrangements will have to be determined by The College. Corridors, stairways and aisles must be kept free of obstructions. Candles incense, or any items that require the use of fire or flame are strictly prohibited. Any electrical equipment, including public address systems, amplifiers, and overhead or film projectors must bear a CSA or Ontario Hydro seal of approval.

Should a participant or attendee be responsible for a building wide fire alarm, both the Group in conjunction with the attendee, will be accountable for all costs incurred.

If Security Services are needed, the Group must make arrangements with University of Toronto Campus Police Services. Depending on the size and the nature of the event, The College may require Campus Police to provide security for your event. Your group will be billed for this additional service. The Group organizer is responsible for the actions and behavior of all those who participate. However, all security matters, including use of physical restraint is the sole responsibility of the University Police.

## RATES

Rates for Room Bookings are published on the New College Non-Academic Space URL. The College recognized student clubs must seek event approval from the Office of Residence and Student Life (ORSL) before the College proceeds with the booking. Non-New College student clubs is only eligible for the student rate provided the group is listed on the ULife website. The individual requesting the space must have approval of the campus group executive. Any College recognized department or recognized student club working in conjunction with an external group will be billed the sponsored room rate.

## ROOMS MUST BE VACATED BY THE ARRANGED TIME AND LEFT IN GOOD ORDER

Per Union regulations and Health and Safety regulations, groups are asked to refrain from rearranging equipment or furnishings on the Premises, UofT- New College may levy a fee that is payable by the Group to reset the arrangement. Extraordinary costs for post-event cleanup will be borne by the Group.

## SIGNAGE

The College reserves the right to remove any signs, banners or posters that contravene the law, the University's policy, or that are contrary to public decency. No commercial advertising may be displayed or posted on The College grounds or buildings.

## SMOKING

The Group acknowledges that smoking is not permitted in any of The College buildings and will undertake to ensure that all participants at an event refrain from smoking in any University building and refrain from taking food or beverages into classrooms, lecture theatres or auditoria.

I have read the Facility Rental Agreement and understand that University of Toronto, New College will only deal with the person(s) named on the Facility Rental Agreement. This includes instructions, reporting, and amendments or changes for services or equipment. If the Group is found in violation of any of these terms and conditions, room booking privileges at New College will be revoked.

## SIGNATURES

[Redacted Signature]

Signature of Authorized Group Organizer

[Redacted Date]

Date

[Redacted Title]

Title of Authorized Group Organizer

[Redacted Signature]

Signature of Approval by ORSL  
(Applicable for all NC student group events)

[Redacted Date]

Date

[Redacted Title]

Title of Authorized ORSL Staff Member

**FACILITIES FLOOR PLANS - PLEASE DRAW OR WRITE OUT YOUR DESIRED FLOOR PLAN**

Please specify your desired lay-out:

Lecture-style Will you be using? Room A only Room B only both Room A&B (wall divider removed)  
 Dinner/Luncheon (Please indicate below how many of each is required for your set up. Note: Room B has theatre style fixed seating for 130 plus 3 accessible seating areas at the top):  
 Other? Loose Chairs (Max Room A: 105; Room B: 15; Room A&B: 120): \_\_\_\_\_  
 Round 5' tables (each table holds max 6 chairs) (Max Room A: 10; Room B: 0; Room A&B: 10): \_\_\_\_\_  
 Please specify: \_\_\_\_\_ Number of chairs at each round 5' table (Max 6): \_\_\_\_\_  
 Rectangle 6' tables (Room A, Room A&B: (Max 5): \_\_\_\_\_

**Capacity Limits**

**Room A**  
 105 loose seating=105  
 OR 10 tables with 6 chairs = 60

**Room B**  
 130 fixed seating plus 15 loose seating=145

**Capacity for A&B**  
 120 loose seating plus 130 fixed step seating = 250  
 OR 10 tables with 6 chairs (=60) plus 130 fixed step seating =190.

**Please note\***  
 Room B will be primarily used as 'Hang Out Steps' for University of Toronto students.

