



Water Requirements: Please indicate if your event has any special water requirements such as hoses, tap access, etc.

Power Requirements: Please indicate if your event has any special power requirements such as power bars, power cords, etc.

Lighting Requirements: Please list any lighting requirements. Note: if your event is after hours please indicate how long the lighting needs to remain on for. (Additional charges for special lighting may apply.)

FACILITIES MANAGEMENT REGULATIONS

- *The sponsor group will pay any additional labour costs required to repair or clean up the premises.*
- *The sponsor group will pay any costs related to replacing damaged property or equipment.*
- *The sponsor group agrees that there will be **NO** open flames (candles, fires etc.), pyrotechnics, smoke machines, bubble machines, foam guns, etc. during this event unless approved by Facilities Management.*

I, _____, on behalf of the sponsoring organization, agree to conform to all regulations listed within this form, conditions of approval as outlined above (if applicable) including any and all attachments hereto. Additional costs associated to this event are the responsibility of the sponsoring organization.

Event Organizer Signature: _____ Date: _____

FACILITIES MANAGEMENT OFFICE USE ONLY

Conditions of approval:

Facilities Management Approval

Event Approved: Yes No

Authorized by: _____ Date: _____