

Student Groups Booking Space At Laurentian

Whether you are looking for a room for a team meeting or planning an elaborate get together for your Laurentian peers there are certain guidelines that will need to be followed in order to ensure that all of your bookings run smoothly and safely.

Step 1 - The Details

Questions to consider for hosting an event :

Is this a meeting or an event?	How many participants am I expecting?	Potential Dates / Times?
Is multimedia required?	Is setup of furniture required?	Am I charging for the event?
Is there a movie being shown?	Is food services required?	Is parking required?
Is this a bake sale?	Is this a fundraiser?	Are you planning on having alcohol?

These questions will need to be answered so that the conference services team can assist in suggesting appropriate venues and options.

Step 2 - The contact

Contact conference services - conferenceservices@laurentian.ca a minimum of 3 weeks prior to the proposed event. Anytime within 3 weeks does not allow for sufficient time to plan, and may result in your event not happening.

In your initial contact, include :

1. Name (First and Last)
2. Student ID Number
3. Phone Number
4. Address (either your apartment number if you reside on campus or simply write Off Campus)
5. Details of the event/meeting I am planning
6. Club Name (if applicable)

Step 3 - The Booking

If it is a simple request, with no additional information required, you will be sent a booking slip for your space. Bring your booking slip with you on the day of your booking. The following steps would not apply to you.

If more information, or questions arise, Conference Service team will reach out to you to discuss costs, such as cleaning, room rental, set up of furniture, bar staff, security, parking, etc.

Step 4 - The Legal

Once these details have been confirmed, you will be sent a [Facilities Use Agreement](#) which will outline all of the discussed details:

Please review the Facilities Use Agreement carefully prior to signing and submitting to the Conference Services Office. If you have any questions or you do not understand certain parts of this agreement feel free to contact us!

Step 5 - The Payments & Coordination

once a signed agreement has been received by the Conference Services team and a non-refundable deposit has been paid (if required), our team will begin coordinating the requested details of your event.

Step 6 – Day of and Invoicing of your event

All the aspects of your event that were coordinated will be executed and you will be given information on when you can access to decorate or set-up.

Any invoices can be paid by credit card or by cheque made payable to Laurentian University.

Step 7 – Relax

Enjoy your event and be proud of the work you put into it!

Frequently Asked Questions:

Can I have a bake sale on campus?

Yes. Bake sales are permitted on campus, however there are a few steps that need to occur. [Please see Bake Sale Guidelines for additional steps and application forms.](#)

Can I decorate for my event?

Yes you can decorate for your event however there are stipulations that include: no open flames, no silly string, nothing that can damage the premises. Special Permission is required for things like balloon drop and confetti as additional cleaning charges may apply. Certain locations on campus have limitations for decorating and those will be discussed at the time of the booking.

What expenses should I plan in my event budget?

If I don't reset the room or clean up after my booking are there costs?

Yes there are. Most of our rooms are classrooms that are used for lectures, therefore if you do not reset the room or clean up after your booking this may disrupt the start time of the class which affects your fellow peers. Please be respectful and ensure that the room looks exactly the way you found it.

If our department does have to reset the room there is a cost associated with this that will be invoiced to you and you may no longer be allowed to make any future bookings.

How can I advertise my event on campus?

You are able to work with the student newspapers to promote your event as well as having posters. Posters must be approved by the Conference Services office in W120, with only 16 posters required. (size limit of 11X17)

Can I bring in an outside caterer?

Laurentian University has an exclusivity agreement with Chartwells for food services on campus. Outside caterers are not permitted for events in University owned buildings. If there are specific requirements, or would like to discuss the many options for your event, please contact Chartwells by visiting them in the A-104 or by emailing Guy - guy.gagne@compass-canada.com

Can I have an event with alcohol?

Yes, you are permitted to have events with a bar service, coordinated with the help of the conference services team as well as Chartwell who holds the liquor license on campus. Conference Services will also coordinate the required Security Guards for your event and provide you with a cost in advance for your budget planning.

Can I use the beach, or exterior spaces ?

Yes it is possible, and Conference Service will assist with this request and all the special details that go along with it.

Can I have a bonfire on campus?

Yes - it is possible. It does require a lot more planning, insurance, permits, etc. however when speaking to the conference team, they will be able to assist you in the process.

How can I book the climbing structure, pool, gym, studio, etc.

Simply visit <https://recreation.laurentian.ca/> and log in to book the desired location, or call 705.675.1151 ext.1002

Is there a limit to the number of bookings I can make?

All groups/individuals can make 3 bookings at a time to ensure that there is enough space available for everyone. This means that after the 3rd date on your booking slip you may contact our office to reserve 3 more dates.

Is there the possibility of arranging a site visit?

Absolutely! The Conference Services team will be happy to arrange a site visit as well as provide other location suggestions pertaining to your event.

When should I start the process of booking my event?

As soon as possible is always best! In order to ensure availability and that all the details of your event can be coordinated it is always better to start early.

How do I go about cancelling my event?

Simply email conferenceservices@laurentian.ca and let us know that your booking has been cancelled. Please note that charges may apply if your cancellation is not made within the 48hrs of your event and any non-refundable deposit will not be returned.

On the day of my booking I get to the room but the room is locked

At times this does happen especially if it was a last minute booking. You will need to call Security at 705-673-6562 and they will be able to come unlock the door for you. Please note that you will be required to show your booking slip so please have it on hand.

What if I am looking at hosting an event on a certain date but it is not confirmed yet. Am I able to hold the space?

Yes you can! Tentative holds within reason can be placed on rooms for possible events. If another group wants to book on that date then you will be contacted to either confirm or cancel your hold within 24hrs.

If you have any further questions that were not mentioned please feel free to send them to conferenceservices@laurentian.ca and we will be happy to answer them!