

Faculty of

SCIENCE

University of Alberta

Centennial Centre for Interdisciplinary Science

Application For Use of PCL Lounge Facility

DATE OF APPLICATION (MM/DD/YYYY)		ACCOUNT and SPEEDCODE (for additional cleaning or repairs post- event)	
NAME OF GROUP		NAME OF FUNCTION	CONTACT NAME (FIRST, LAST)
TELEPHONE	FAX	E-MAIL ADDRESS	AFTER HOURS CONTACT NUMBER
DATE(S) REQUIRED		EVENT START TIME	EVENT END TIME
ESTIMATED NUMBER OF GUESTS AT EVENT		ACCESS TO THE PCL LOUNGE (START)	ACCESS TO THE PCL LOUNGE (END)*

*Please Note: You need to allow for one extra hour following alcohol consumption as well as clean up. Additional security is required for events held outside of regular building hours and proof of these arrangements must be produced before the PCL Lounge is made available.

DESCRIPTION OF EVENT: (include number of poster boards, tables or booths if applicable)
Science FUNday is a community event designed to promote science education for elementary school students. Around 40 interactive science demonstrations will be set up on tables, run by approximately 80 volunteers. In the main lecture theatres, we will have presentations from two professors, one student group and the Telus World of Science. There will also be tours of various museums on campus. We will need approximately 70 tables, 160 chairs, and 15 poster boards. The event will be held on March 19, but setup of tables and decorations will happen on the evening of March 18th.

Will music be played (live or recorded)? Yes No Band / DJ name: _____
Is food to be served? Yes No Caterers name: _____
Is alcohol to be served? Yes No Caterers number: _____

*If YES, a liquor permit must be obtained through Housing and Food Services located at Lister Hall on campus (780) 492-1035 (electronic application: <http://www.uofaweb.ualberta.ca/alcohol/>). There is a charge for this permit and both the Faculty of Science and Housing and Food Services require an approved copy of this permit. The Centennial Center for Interdisciplinary Science will not be made available until proof of this permit is produced. Please refer to the U of A, Alcohol Policies and Procedures for further information on obtaining a liquor permit at www.uofaweb.ualberta.ca/alcohol.

DESIGNATED RESPONSIBLE USER* (FIRST AND LAST NAME)	TELEPHONE
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*This person will attend the function and ensure clean-up after event

Bookings for CCIS PCL Lounge are confirmed ONLY when this application has been approved and payment has been received in full by the Faculty of Science Events and Communications Coordinator. Cancellation policy is a minimum of 30 calendar days for refund. ABUSE OF CCIS POLICIES, BOOKINGS AND FACILITIES MAY RESULT IN A FINE AND/OR DENIAL OF FUTURE USE.

I, _____, have read and understand the terms and conditions of the PCL Lounge facility rental and by signing below have agreed to follow the terms and conditions as outlined in the PCL Lounge Rental Agreement.

Signature

09/21/2015

Date