

**Centennial Centre for Interdisciplinary Science
 Application for Use of Facilities**

Event #: _____ Event Name: _____

EVENT DESCRIPTION

DATE(S) REQUESTED

SPACE(S) REQUESTED

NAME OF GROUP

ESTIMATED NUMBER OF GUESTS

CONTACT NAME

CONTACT PHONE

CONTACT E-MAIL ADDRESS

EVENT SCHEDULE

RENTAL START TIME (BUILDING ACCESS)

RENTAL END TIME

FORMAL PROGRAM START TIME*

FORMAL PROGRAM END TIME

*Please attach event schedule for reference

SERVICE DETAILS

CATERER

CATERING DETAILS (IF APPLICABLE, INCLUDE DELIVERY/PICK-UP TIME)

MUSIC (Y/N)

DJ/BAND NAME (IF APPLICABLE)

BAR (Y/N) *

BAR SERVICE PROVIDED BY

***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.

SETUP DETAILS

***Please note that the Faculty of Science is unable to provide event staff or equipment** including tables, linens, poster boards, or any other items for events booked in CCIS. On-campus groups should contact **Exams and Timetabling** at (780) 492-5221 to inquire about event equipment. Other groups are advised to bring their own equipment, or to contact an event rental company such as [River City Events](#).

PLEASE DESCRIBE DETAILS OF SETUP (INCLUDE SIGNAGE, POSTER BOARDS, AV EQUIPMENT)

DESIGNATED RESPONSIBLE USER* (FIRST AND LAST NAME)

TELEPHONE

***This person will attend the function and ensure clean-up after event**

Submit this completed application to:

Faculty of Science | Office of the Dean
 CCIS 6-189 | University of Alberta
 Edmonton, Alberta | T6G 2E1
 Tel: 780.492.5344 Fax: 780.492.9434
 E-Mail: ccisbookings@ualberta.ca

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.

