

# Williams Lake Campus Room Booking Request

Date: \_\_\_\_\_

Please complete and return via fax to 250-392-4984 or via email to [wmain@tru.ca](mailto:wmain@tru.ca). Questions or concerns; please call 250-392-8000 or toll free 1-800-663-4936.

Requests are reviewed within 48 business hours.

## Contact:

Please enter your contact information:

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Name of Company or Group:

\_\_\_\_\_  
Billing/Mailing Address

Purpose of Booking (i.e., workshop, meeting, event): (if a workshop or training – provide workshop/course name)

## Booking Date and Times *(Times must include time for set up and take down):*

**Single Booking:** Provide Date, Start Time and End Time

**Multiple Bookings:** Provide Date Range, Start Time and End Time *(e.g., October 5 to November 28; Thursday's 6pm to 8pm)*

## Booking Information:

Number of people expected: \_\_\_\_\_

Facility/Room Preference *(e.g., gym, classroom, meeting room, Cafeteria, computer lab, etc.):*

\_\_\_\_\_  
*Please note that rooms are subject to availability. Every effort will be made to satisfy your request, but this request is not a guarantee of availability.*

Room Features: *(please check all that apply)*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Blackboard                | <input type="checkbox"/> Overhead projector            | <input type="checkbox"/> Sound system with microphone |
| <input type="checkbox"/> Whiteboard                | <input type="checkbox"/> Teleconferencing capability   | <input type="checkbox"/> Stage small or large         |
| <input type="checkbox"/> Computer Lab              | <input type="checkbox"/> Video conferencing capability | <input type="checkbox"/> Podium                       |
| <input type="checkbox"/> Movable tables and chairs | <input type="checkbox"/> Wireless internet access      | <input type="checkbox"/> TV/DVD                       |
| <input type="checkbox"/> Multimedia projector      |  |   |

Event/Function Comments:

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Catering:

We require that our onsite Cafeteria/Caterer be contacted first for catering needs. If they are unable to provide the requested services, please then contact an outside caterer.

August 2022 - CAFETERIA IS UNDERGOING A CHANGE OF MANAGEMENT. CURRENT CAFETERIA/CATERING INFORMATION WILL BE PROVIDED SOON.

Weekend Bookings:

Weekend bookings using multi-media, wireless internet or video conferencing, etc., please contact 250-392-8000; we will arrange for our IT department to meet with you prior to your event. *Please provide as much advance notice as possible.*

Cancellation Policy:

TRU requires 3-business days' notice of cancellation. Failing to do so will result in an invoice being issued for the full amount of the booking.

Classroom Configuration:

Please feel free to reconfigure classrooms as needed, however, we do require rooms be returned to their original configuration each day. *Please refer to the diagram near the door.* Failure to do so may result in additional charges @ \$50/hr.

*Once booking confirmation is received, a Facilities Use Agreement will need to be completed.*