Please provide us with the following information about your organization. (Please print clearly)

**Organization/Group Name:** ___________________  **Main Contact:** ___________________

**Organization Status** (Please check one)  Sanctioned UTM Club  Community Group

**Address:** ___________________  **City:** ___________________

**Postal Code:** ___________  **E-mail:** ___________

**Phone:** (H) ___________________ (B) ___________________  **Fax:** ___________

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**Facility Type**

<table>
<thead>
<tr>
<th>Facility Type</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>Both A/B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gymnasium</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fields</td>
<td>North</td>
<td>South</td>
<td>Mini Field</td>
<td></td>
</tr>
<tr>
<td>Recreational Rooms</td>
<td>Multi-purpose A</td>
<td>Multi-purpose B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beach Volleyball</td>
<td>1</td>
<td>2</td>
<td>Both 1/2</td>
<td></td>
</tr>
<tr>
<td>Courts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pool</td>
<td>Full</td>
<td>½ Pool</td>
<td>Shallow</td>
<td>Deep</td>
</tr>
</tbody>
</table>

**Equipment Required:** Please let us know what equipment is required for your rental

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description: e.g.: Nets, Balls, Scoreboards, Tables/chairs, Pinnies etc.</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Dates and Times:** Please indicate the requested date(s) of the rental

<table>
<thead>
<tr>
<th>Choice</th>
<th>Date</th>
<th>Time: (am / pm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fr:</td>
<td>To:</td>
</tr>
<tr>
<td>2</td>
<td>Fr:</td>
<td>To:</td>
</tr>
</tbody>
</table>

**NOTE:** If you have multiple dates, times and/or facilities for your rental, please attach a separate sheet.

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**Status of Request:**  Accepted: ____  Conditional pending dates ________  Denied: ________

**Comments:** __________________________________________________________

**Staff reviewing form:** ___________________  **Date:** ___________________

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Please note that our rental policies have been modified. These changes will be implemented as of March 1st, 2012.

NOTE: Parking is not included in rental agreements. Individuals are responsible for purchasing parking via the pay and display machines located in the parking lots throughout campus. Parking is enforced 24 hours a day, 7 days a week.

General Policies

1. The renter must complete a facility request form in full no later than 3 weeks prior to the day of the event.
2. All rental request forms will be reviewed by the Manager of Athletic Facilities for approval.
3. For large events (exceeding 50 participants) organizers must provide the requisite number of staff certified in Standard 1st aid.
4. Rentals outside normal operating hours will be approved at the discretion of the Dept. of Athletics. Supervisors are mandatory for all indoor rentals outside of normal operating hours. The cost for additional staff is $26.75/hour. Operating hours are M-F 6am-11pm and Sat/Sun 10am-6pm.
5. Tournaments and large events may be subject to an extra caretaking and on-site supervisor fee.
6. All events must adhere to the UTM Fair Play Code criteria, which must be communicated to all participants.
7. Consumption and distribution of food or drinks is prohibited within the RAWC. (Bottled water is accepted)

8. Any cancellation to a rental agreement must be made IN WRITING, 30 days in advance of the cancellation date. This is considered complete when the lessee submits a CANCELLATION REQUEST FORM (which is available on our website).

Rental Requirements: The following is a checklist of items that are required to complete a rental request.

- Rental request form
- Detailed contact and event information
- Proof of Insurance (see website for Insurance providers)
- Signed contract and security payment
- Full payment of rental invoice

Insurance Policies

1. All rental groups must have a minimum $2 million general liability insurance coverage.
2. “The Governing Council of the University of Toronto” must be a named insured on this policy.
3. Potential insurance providers include (but are not limited to) www.sports-can.ca & www.allsportinsurance.com

Payment Policies

Payment Details

- A 25% security payment must be made when submitting the signed contract in order to secure the rental
- All rentals MUST BE PAID IN FULL within 10 BUSINESS DAYS after the signing of the contract.
- Rentals not paid in full within this period will be cancelled and forfeit their security deposit.

DISCLAIMER

I have read the above conditions in full and agree to their application to my rental request.
Name: (Please Print) ___________________________________ Date: _____________________
Signature: _________________________________________

NOTE: This disclaimer MUST be signed in order for us to process your rental request.