Recognized Student Groups Terms and Conditions:

All Mississauga Campus Recognized Student Groups are to comply with the following guidelines when requesting Audio Visual Services. Failure to fulfill these terms and conditions will result in additional charges & disciplinary actions.

- Confirmation with full payment is required **three business days** prior to the start date of the event.
- All Audio Visual Services requests must submit an Audio and Visual Services form using the I&ITS Service Portal (https://uoft.service-now.com/utm_iits) at least 5 business days in advance of the event.
- All Audio Visual Services requests will receive a response within 24 hours. Student Groups will receive a confirmation once it is processed.
- All Audio Visual equipment is reserved on a first come first served basis.
- Student Group is responsible for equipment condition throughout the duration of the event, any damages might be charged back to the Student Group.
- Audio Visual rental must not exceed 10:00 p.m. Mondays through Fridays; Student Groups will be responsible for additional charges if equipment is not returned on the agreed upon timeframe.
- Method of Payment: **Cheque Only** (for any applicable charges*) [Payable To: University of Toronto Mississauga – Information & Instructional Technology Services (IITS)].
- Cheques not honoured by the bank (NSF, stop payment, etc.) will result in a $30 charge. Returned cheques will require immediate payment, including the $30 charge, by certified cheque. Failure to replace a returned cheque may result in the suspension of your rights and privileges to book audio visual equipment.
- Upon the first NSF charge, future bookings will require payment with a certified cheque.
- IITS department will not accept new bookings and will cancel existing audio visual bookings for groups that have payments outstanding for 45 days or more.
- IITS department reserves the rights to terminate any unauthorized Student Groups using any of our Audio Visual Services.
- *Beginning May 1, 2020 Ulife recognized student organizations will not be charged a fee for the use of academic spaces which feature basic Audio & Visual (A/V) equipment (e.g. in-class microphones, built-in projectors, etc.). Though many student organizations don’t require additional equipment outside of regular classroom use or outside of regular business hours, those that choose to will face the full burden of the costs associated with the services.

Please sign at the bottom to indicate that you have acknowledged the above terms and conditions.

________________________________________  _______________________________________
Name (Print):                              Student Group Name:

________________________________________  _______________________________________
Name (Signature):                          Date:

**For Office Use Only:**

________________________________________  ________________________________  __________________________
Payment Received By:                      Payment Received Date:              Invoice Number:

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