



**Recognized Student Groups Terms and Conditions:**

All Mississauga Campus Recognized Student Groups are to comply with the following guidelines when requesting for 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 AV Equipment Request Form which is available on our website. Once completed please send it to the following email address: [crt-utm-1@listserv.utoronto.ca](mailto:crt-utm-1@listserv.utoronto.ca)
- All Audio Visual Services requests will be handled / replied within 24 hours. Student Groups will receive a confirmation once it is processed.
- All Audio Visual equipment is reserved on a first come first serve basis. (Limited Quantity.)
- Student Group is responsible for equipment condition throughout the duration of the event, any damages will be charged back to the Student Group.
- Audio Visual rental must not exceed 10:00 p.m. Mondays thru Fridays, Student Groups will be responsible for additional charges if equipment is not returned on the agreed upon timeframe.
- Method of Payment: **Cheque Only**. [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 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.

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:

University of Toronto Mississauga

Information & Instructional Technology Services –Classroom Technology

William G. Davis Building Room 2068 -3359 Mississauga Road, Mississauga, ON L5L 1C6

Website: [www.utm.utoronto.ca/iits](http://www.utm.utoronto.ca/iits)