



**JOHN L. JOSE ENVIRONMENTAL LEARNING CENTRE
BOOKINGS – EXTERNAL & INTERNAL**

8195 8th Line, Utopia, Essa Township
Ph: 705-424-1479 Fax: 705-424-2115

PART A – USER INFORMATION (PLEASE PRINT)

Organization/Department: _____ Date(s) of Use: _____

Address: _____ Contact: _____

E-mail: _____

Telephone: Bus: _____ Other: _____ Fax: _____

Nature of Meeting _____

Number in Group: _____ Time – Start: _____ Finish: _____

Room Requested: C.W. Leach Auditorium Biffis & Family Environmental Lab (south - land)

PART B – EQUIPMENT REQUIREMENTS (SEE REVERSE FOR COST(S))

EXTERNAL & INTERNAL USE

- VCR P.A. System
- Whiteboards Flip chart(s)
- Overhead projectors Podium:

Internal Use Only
LCD panel <input type="checkbox"/>

PART C – INTERNAL USER

_____	_____
Staff	Date

PART D – EXTERNAL USER COMPLIANCE

I do hereby make application to use the above area as described, and in so doing, agree that the Nottawasaga Valley Conservation Authority, or its agents or officials shall, in no way, be held liable for any damage, injury or other accident or loss resulting from use of the above area; and do hereby accept full responsibility for any actions of this group which may be in contravention of the Regulations governing Conservation Areas; and, have read and will comply with the conditions noted on the reverse side of the application.

_____	_____
Contact Signature	Date

PART E – TO BE COMPLETED BY MANAGER, ADMINISTRATION & HUMAN RESOURCES

Approved by: _____ Date: _____

Amount Due: \$ _____

Please see reverse for "Conditions"

CONDITIONS:

1. Priority of use of the rooms in the John L. Jose Environmental Learning Centre shall always be provided to the Full Authority and bodies thereof, and the contracted Education Program services of the Nottawasaga Valley Conservation Authority. Please note that in emergency situations, reservations may be cancelled to accommodate a higher use priority. In this event, the NVCA is not responsible for securing alternate arrangements under such circumstances.
2. Meeting room reservations will be accommodated in accordance with approved room capacities.
3. All reservations must be made through Administration, 424-1479, ext. 221 and are subject to the following fees (per day), plus GST:

Rooms/Areas – External Costs:

- C.W. Leach Auditorium (seats up to 100) \$ 500.00/day
- Biffis & Family Environmental Lab (seats 25) 80.00/day

Equipment:

- TV/VCR 25.00/day
- Overhead projectors 25.00/day
- Coffee Urn
(100 cup capacity, including cream/sugar/cups) 25.00/day

TOTAL: _____

All agencies/organizations will be invoiced for the use of the rooms/equipment. In the event of cancellation a fee of \$25.00 will be charged. Two weeks notice of a cancellation is required.

STAFF USE ONLY:

Payment Terms: _____

Approved by CAO/Secretary-Treasurer _____

Finance Use Only: _____

4. All use of rooms/areas must be completed by one hour past the reservation finish time. During the meeting, an appropriate representative of the organization will be responsible for ensuring that all meeting attendees remain in the vicinity of the assigned meeting room as circulation within the building is not permitted.
5. All external organizations must file with the Manager, Administration & Human Resources, prior to the meeting date, an agenda or general details of the meeting to be held.
6. All users are responsible for the condition of the room. Failure to return the room to acceptable standards following the meeting may result in a maintenance charge against the user and/or withdrawal of future booking privileges. Users will be charged for any damages incurred. The primary contact person who reserved the room must report any damage to the Manager, Administration & Human Resources, 424-1479 ext. 228 at the time of the occurrence.
7. Any additional equipment brought into the Tiffin Centre, must be approved by the Manager, Administration & Human Resources, 424-1479, ext. 228 prior to use.