

INTERNAL Room Booking Request Form

** All fields must be filled out at time of submission to confirm room booking*

**Please submit completed form to: anthropology.inquiries@utoronto.ca
Department of Anthropology, 19 Russell Street, AP 266 Tel: (416) 978-4805**

Contact Name: _____ **Phone Number:** _____

Campus: STG UTM USTC **Email:** _____

Room Requested:

- | | | |
|--|---|--|
| <input type="checkbox"/> AP 246 (Boardroom, Capacity 52) | <input type="checkbox"/> AP 367 (Seminar room, Capacity 20) | <input type="checkbox"/> AP 344/346 (TA Offices, Capacity 5) |
| <input type="checkbox"/> AP 140 (Archeology Centre Boardroom, Capacity 15) <i>*Permission Required, Administrative & Communications Assistant must confirm first</i> | <input type="checkbox"/> AP 102A (ASA Boardroom, Capacity 12) <i>*Permission Required, Administrative & Communications Assistant must confirm first</i> | <input type="checkbox"/> OTHER (Please Specify) _____
_____ |

Please book the following rooms directly with contact:

AP 130 (Undergraduate Lab, Capacity 70) – josie.alaimo@utoronto.ca

AP 330 (Ethnography Lab, Capacity 15) – jessika.tremblay@mail.utoronto.ca

Event Information <i>*Booking times start 9:00 am until 5:00 pm</i>	
Name of Event <i>(please be as detailed as possible):</i> _____	
Date: _____ Time: From: _____ To: _____	<i>* For a different event, please fill out a separate form</i> Date: _____ Time: From: _____ To: _____
Has catering been arranged? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, person arranging catering/cleanup: _____	

Equipment Information:

**Booking and cancellation of equipment requires at least 48 HOURS notice to the Administrative & Communications Assistant*

***If any equipment is lost or stolen, the contact person will be held liable*

- | | |
|---|--|
| <input type="checkbox"/> Laptop - PC | <input type="checkbox"/> Phone Conferencing – Polycom |
| <input type="checkbox"/> Laptop - Mac | <input type="checkbox"/> Video Conferencing – Zoom <i>(Available in AP 246 only)</i> |
| <input type="checkbox"/> HDMI Cable | <input type="checkbox"/> OTHER - Please specify: _____
_____ |
| <input type="checkbox"/> VGA Cable | |
| <input type="checkbox"/> Adapter – Please Indicate model/make/year of laptop being used: _____
_____ | |