

Please return completed application form to Carmine Lee by email at calee@langara.ca or fax 604-323-5555. All applications are subject to approval by the College rentals agent or delegate.

CONTACT INFORMATION

Contact Name:	Date:
Organization Name:	
Non-Profit Organization: <input type="checkbox"/> Yes (registration # _____) <input type="checkbox"/> No	
Address:	
<i>Street</i>	<i>City</i>
<i>Province</i>	<i>Postal Code</i>
Phone:	Email:

EVENT DETAILS *(Rentals cannot be provided if conflicting with Langara College’s programs and courses or policies.)*

Event Title:	Maximum # of Attendees:
Description of Event <i>(please provide detailed information):</i>	
Event Type: <input type="checkbox"/> Course / Workshop <input type="checkbox"/> Conference / Meeting <input type="checkbox"/> Filming <input type="checkbox"/> Other	

BOOKING DETAILS

- Bookings are accepted for the current semester only.
- Classroom bookings are restricted during the first 2 weeks of each term and during final exams.
- Operating hours are: Monday to Friday 07:00 – 22:00; Saturday and Sunday 07:00 – 19:00; closed on Statutory Holidays.
- Once the booking has been processed and a rental agreement has been sent to the client, a \$15 fee for any changes will apply.

Type of Space Required: Classroom with tables & chairs Meeting Room
 Classroom with tablet arm desks Lab
 Lecture Theatre Other _____

Date	Start Time	End Time	# of Room Required	Additional Requirements / Preferred Room (if known)

INTERNET & AV EQUIPMENT *(Loss, damage or repairs costs will be charged to the Renter. Please see Facility Space Rental Agreement Terms & Conditions.)*

Built-in audio visual equipment in an enhanced classroom or lecture theatre include:

<input checked="" type="checkbox"/> Lectern with PC	<input checked="" type="checkbox"/> Document camera	<input checked="" type="checkbox"/> Digital projector & screen
<input checked="" type="checkbox"/> DVD / VCR player	<input checked="" type="checkbox"/> Wall mounted speakers	(VGA + HDMI compatible)

To access the enhanced built-in equipment and/or wireless internet, client must sign up for a Langara internet account.

Langara Internet Account: Yes, we need _____ account(s) No