



SENECA  
STUDENT  
FEDERATION

## **ROOM BOOKING and/or TABLE REQUEST**

1. Complete out all necessary information on this request form.
2. Hand the form or email the form into your respective Coordinator at your campus.
3. This request form is only for Room Booking and/or Table Request  
**SUBMITTED AT LEAST 3 WEEKS BEFORE DATE OF EVENT**

**Event Name:** \_\_\_\_\_

**Club/Association Name:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_ **Times(s):** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Expected Attendance:** \_\_\_\_\_

**Purpose of Event:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Promotional Materials Request** (example: flyers, printouts, etc):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*NOTE: Any outside promotional items or sponsor must be approved by the SSF before its/their usability.*

**Guidelines**

1. Any tables must be picked up and dropped off from the SSF office.
2. Upon the completion of the event, please ensure that the occupied space has been returned to its original state (i.e. cleanliness).
3. Noises must be kept at a minimal.

**Contact Information**

**Name (Print):** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_@myseneca.ca

**OFFICE USE ONLY:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SSF Coordinator:** \_\_\_\_\_ **Approved on:** \_\_\_\_\_