**Email Room Booking Confirmation Template for Departments (No TUUS Required) Starting April 18**

**SUBJECT Heading in Email**:

CONFIRMING: (Department Name/Event plus Event Date)

**EMAIL BODY:**

Dear \_\_\_\_\_\_,

Thank you for reserving a room at Bethune College. As per your request, we have booked:

**Event Name:**

**Room/s:**

**Date/s:**

**Start Time:**

**End Time:**

**Please be aware that if you are given a room to use, you are responsible for your own set-up and clean-up to restore the room to its original condition. A request will need to be made to Facilities for these services at** [**http://www.yorku.ca/csbo/requestform.html**](http://www.yorku.ca/csbo/requestform.html)**).**

**As well, you are responsible for ordering your own AV equipment through ITC at** [**http://ceo.yorku.ca/**](http://ceo.yorku.ca/)**.**  
**In order to access the room:**

**Keys will be picked up between 9:00am - 4:00pm (M-F) from the Bethune College Master's Office at 207 Bethune College, on the day of your event.** The key/s must be returned to the Master’s Office immediately after your event. For events ending after 4:30pm, the key/s must be placed in the drop hole outside BC209. **We also ask that you make sure that all doors to the room are locked at the end of your event before you return the key to our office.**

Please do not hesitate to contact us should you have any questions or concerns.   
  
We wish you every success in the planning of your event. 

Sharon

**File Name: Room Bookings/Templates/BC-ADMIN no TUUS Email Confirm Temp - 2016**