**Email Room Booking Confirmation Template for Departments (TUUS Required)**

**Starting April 18**

**SUBJECT Heading in Email**:

CONFIRMING HOLD: (Department Name/Event plus Event Date)

**EMAIL BODY:**

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

Thank you for reserving a room at Bethune College. **Pending approval from the Office of Temporary Use of University Space, we have placed a tentative HOLD** on:

**Event Name:**

**Room/s:**

**Date/s:**

**Start Time:**

**End Time:**

In order to complete your room booking application, please submit a TUUS Application to the Office of Temporary Use of University Space. TUUS Applications can be found online at: <http://tuus.info.yorku.ca/using-adhoc-space-university-employees/>   
 **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/>.   
  
**In order to access the room:**

1. **You will have sent us, in advance, the TUUS approval certificate for this event.**

**AND**

1. **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 must be returned to the Master’s Office immediately after your event. For events ending after 4:30pm, the key 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 with TUUS Email Confirm Temp - 2016**