**Email Room Booking Confirmation Template for Student Clubs (TUUS Required)**

**Starting April 18**

**SUBJECT Heading in Email**:

CONFIRMING HOLD: (Club 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/space-room-reservations-forms/**](http://tuus.info.yorku.ca/space-room-reservations-forms/)[**http://tuus.info.yorku.ca/reserve-space-registered-student-organizations/**](http://tuus.info.yorku.ca/reserve-space-registered-student-organizations/).   
**Please be aware that if you are given a room to use, you are responsible for your own set-up and furniture & food clean-up**.  If this confirmation email indicates that your event requires a Service Request to Facilities Services for room set-up and clean-up, please contact Jair Kallidumbil, Student Relations Coordinator, Centre for Student Community & Leadership Development to submit a Service Request to Facilities Services for room set-up and clean-up on your behalf. **Your student organization will be held responsible for any repairs and/or clean-up costs to restore the room to its original condition.**  We ask that the room be in the original condition when returned.

**As well, you are responsible for ordering your own AV equipment through ITC.**

**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-STUDENT GRP (wTUUS) Email Confirm Temp - 2016**