



Guide for Booking PharmD Student Events

(v. 2022-10-05)

This document will provide you with additional information and guidance when completing the Student Event Checklist form.

Student Club Spaces at UofT

UPS club gatherings, activities and events are encouraged to be held at centrally-held non-academic spaces instead of LDFP whenever possible.

1. [Recognized Student Groups](#) (ie. Clubs) are able to book space on campus. The *Primary Contact*, as listed on the [Student Organizations Portal](#) can login, review and book space on the [Campus Room Finder](#)

*If you are unsure who your club primary contact is, you can go to the Student Organizations Portal and then click on the “Groups” tab to search for your group. Once you find your group, click on the group name and it will show you the name of the primary contact

**If you have additional questions about the Campus Room Finder too, please contact campusevents@utoronto.ca

2. There is bookable space (eg. Rooms for groups of 2-7 people) available in the [Student Commons Team Suites](#). For more information about the Team Suites or if you have questions, please email bookings@utsu.ca
3. [21 Sussex Clubhouse](#) has both non-bookable drop-in space (ie shared) and bookable spaces. The bookable spaces are smaller meeting rooms that can be booked through the Campus Room Finder. If you have questions about the Clubhouse, please email clubs@utoronto.ca

*There is also a Rehearsal room (capacity of 10-15 people) for available for recognized student groups rehearsing and practicing music, dance, theatre or other performing arts

For questions about booking space on campus, please contact David Carinci, Booking Coordinator at Campus Events: david.carinci@utoronto.ca or 416-978-6544

Events at LDFP – General Information

1. B150, B250 and Rm 255: These rooms are managed by Learning Space Management (LSM) and may not be directly booked by students. A student group can request these rooms using the Student Event Checklist form and staff can put in the request in with LSM.



- *LSM can still reject the room booking request
- 2. The lawn in front of the LDFP building (east side) is not LDFP or UofT property; permission cannot be granted for this space
- 3. Any event booking at LDFP above the 3rd floor is required to have a faculty supervisor onsite for the event (even if the event is after-hours)
- 4. Any event held after-hours is required to have a security guard onsite IF the event will have in attendance people external to LDFP.
*Security guard will cost \$28-42/hour, with a 4-hour minimum
- 5. Undergraduate student fobs will only grant elevator access between B3 level and the 3rd floor until 9:00pm. If your event is above the 3rd floor, once your event is approved, staff will request the elevators be unlocked for the duration of your event.
- 6. Any event held in the Atrium must be sure to leave enough room for traffic flow through the space

**Student events may be “bumped” from spaces if the space is required for academic or administrative reasons. Assistance will be provided to help find an alternate location*

***Any event held at LDFP that is not approved first through Facilities Management and/or the PharmD Office will be cancelled. If a club does this multiple times, the club may be banned from holding events at LDFP*

McCaul Street space

LDFP now has three bookable rooms available at 256 McCaul Street:

- a. Rm. 406 (capacity: 20)
- b. Rm. 415 (capacity: 8)
- c. Rm. 416 (capacity: 120)

The McCaul Street rooms can be booked Monday to Friday (9:00am-5:00pm). The rooms can be requested using the Student Event Checklist

Catering/Food/Alcohol

- 1. Any special event where food is served or sold requires a [Temporary Food Services](#) form completed and submitted to Ancillary Services. Please read the [St. George Campus Safe Food Handling Guidelines](#). The Temporary Food Services form should be submitted *7 business days in advance* with a copy provided to LDFP Facilities as well



**This includes any event where food is being sold (eg. pizza sale) as well as any event where catering is extensive (eg. Cocktail party) and may require additional caretaking*

2. A **bake sale** is defined as “fundraising through the sale of dry baked goods that will not spoil in the absence of refrigeration and are not potentially hazardous foods. Commercially produced baked goods are not permitted in this category”. In order to hold specifically a bake sale, a group must complete the [Bake Sales](#) form a *minimum of 2 business days before the event* with a copy provided to LDFP Facilities as well. More information about bake sale regulations can be found on the form
3. Barbecues are defined as “fundraising through the sale of barbecued hamburgers, hot dogs, and their vegetarian counterparts”. A Food Safe-certified representative must remain onsite as a supervisor for the duration of the BBQ. A full list of the requirements can be found: [BBQs](#). In order to host a BBQ, a group must complete the [Barbecues](#) form a minimum of 2 business days in advance of the event, with copy sent to LDFP Facilities
4. Any event involving “simple catering/food” (boxed lunches, pizza delivery, food purchased and brought in from a supermarket) does NOT require a Temporary Food Services form
5. Propane tanks for BBQ’s may not be stored on-site at LDFP; Facilities Management can assist in the rental of propane tanks if needed
6. *The Faculty will generally not approve student events that will require the serving of alcohol. These type of events should typically be held off campus at licensed establishments.* However, if there is an event that would like to serve alcohol, Campus Beverage Services must be present during the event. Student events require 14 business days, and an approving signature from a department head, principal or dean for booking. The Beverage Services Order form is available for download from the [Campus Beverage Services](#) website and must be completed 14 business days in advance of the event. For questions regarding Beverage Services, please contact beverage.services@utoronto.ca

Events Requiring Campus Movers

1. Any event that requires just a few rectangular tables, the event organizers can borrow them from the Loading Dock. The tables must be returned upon the end of the event.
2. If additional room furniture needs to be moved or removed, Campus Movers (or other pre-qualified movers) are required. Facilities Management will assist in ordering the movers. Note: *current processing time for mover requests is 4 weeks*

Technology

1. Depending on the space booked for an event, the room will already be equipped with certain



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technology. For more information, please visit [LSM-Tech Support](#)