

Facility Use Request

Requests are reviewed within 48-72 business hours.

Please note: All bookings are **tentative** until receipt of TRU Final Confirmation. Once booking confirmation is received, a Facilities Use Agreement needs to be completed.

Please complete and return by email williamslake@tru.ca or by fax 250-392-4984. Questions or concerns please email williamslake@tru.ca or call 250-392-8019 (toll free 1-800-663-4936).

Contact Information:

Organization/Group: _____

Primary Contact Name: _____ Phone: _____

Email: _____ Cell: _____

Billing Address: _____

Catering/Cafeteria Services: We require that our onsite Cafeteria/Caterer (Howdy Cafe) be contacted first for catering needs. If they are unable to provide the requested services, please feel free to make alternate arrangements.

Howdy Cafe – Ali & Fatima
Telephone: 236-591-9147

Hours of operation: 7:30am-2:30pm
Email: ccp9147@yahoo.com

Facility Booking Information: Available Booking Hours Monday through Thursday 8am to 8:00pm; Friday 8am-6:30; Weekends 11am to 5:00pm.. Facility use is subject to availability. Every effort will be made to satisfy your request, but this request is not a guarantee of availability. The rental may be revoked or cancelled at any time. **Please note: Weekend and After-hours events :** TRU requires security onsite for the duration of your event; cost for this is \$30/hr plus GST (minimum 3hrs). Additional late charges of \$100.00 will be applied to your booking if you fall outside of the originally requested hours.

Facility/Room Preference (e.g., gym, classroom, Cafeteria, computer lab, etc.): _____

Event Title: _____

Estimated # of Participants: _____ Event Date(s): _____

Event Start Time: _____ Event End Time: _____

Equipment Requirements:

<input type="checkbox"/> Movable tables and chairs	<input type="checkbox"/> Teleconferencing capability	<input type="checkbox"/> Wireless internet access
<input type="checkbox"/> Multimedia projector	<input type="checkbox"/> Video conferencing	
<input type="checkbox"/> Podium	capability	

**Any additions or changes to this facility request must be submitted at least 48 hours in advance.
Requests received with less notice may not be accommodated.**

Weekend Bookings: Weekend bookings using technology; prior to your event, please contact 250-392-8000 to arrange a time to meet with the IT department to review the technology in the room. Please provide as much advance notice as possible.

Cancellation Policy:

- Cancellations should be made 3 business days prior to event by email to williamslake@tru.ca, fax 250-392-4984 or phone 250-392-8019.
- Except for rental refunds, TRUWL assumes no responsibility whatsoever if last minute cancellations are caused by power failure, furnace failure, Fire Marshal's regulations or other cause beyond the control of the university. Failure to comply with rental regulations could result in immediate cancellation of the rental.

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- The rental may be revoked or cancelled at any time.
- In the event of such revocation or cancellation, there can be no claim or right to damages or reimbursement on account of any loss, damage or expense whatsoever.

TRU FACILITY TERMS & CONDITIONS

The group or organization booking (hereafter "User") shall

1. Assume full responsibility for adult supervision of the activity involved throughout the period of booking.
2. Ensure that all regulations are adhered to.
3. Supervise entrance and adjacent areas to ensure that unauthorized persons do not enter the building.
4. Ensure that participants remain within the confines of the area assigned to the group, remain within the schedule allocated, and vacate the premises promptly.
5. Enforce the TRU Alcohol Cannabis and Tobacco Policy ADM 5-3 https://www.tru.ca/_shared/assets/adm05-35601.pdf
6. No confetti (or like substance) be used on the premises. A \$50/hr/janitor clean up charge may be applied.
7. Audio Visual Equipment can be arranged through TRUWL or clients are permitted to arrange their own.
8. Users are restricted to the use of the facilities as stated on the request form. Tables and chairs will be provided only to the extent that such equipment is available at the University.
9. There is no liability expressed or implied on the part of the University as to the safety, suitability or condition of the premises rented. The user must accept the said premises at their own risk.
10. The user will be held responsible for any damage whether to persons or to property including the exterior of all school buildings, grounds, fields and fences. The University reserves the right to require the user to provide adequate insurance in a form satisfactory to the University.
11. The user must provide sufficient assistance to direct traffic, maintain order, and prevent unauthorized persons from entering rooms or hallways not authorized on the permit.
12. Classroom Rentals - application for classroom rentals will be considered for meetings on the condition that nothing in the classroom is disturbed.
13. Consumption of Liquor - Consumption of alcoholic beverages will be permitted only in controlled situations and where all necessary permits have been obtained by the user. Alcohol, Cannabis and Tobacco Policy ADM 5-3. Please see https://www.tru.ca/_shared/assets/adm05-35601.pdf for the latest policy and regulations.
14. Control and behavior of persons occupying the premises is the responsibility of the user.
15. Use of Equipment - The use of any university equipment will be at the discretion of the Academic Director or the Manager, Administration & Operations, who may specify equipment used, and an operator where applicable; additional charges may apply.
16. Janitorial Supplies and Equipment - Users will not use or have access to janitorial supplies and equipment.
17. In the case of unforeseen circumstances, TRUWL reserves the right to substitute a comparable room.
18. TRUWL reserves the right to inspect & regulate all private parties, meetings & receptions.
19. Liability or damage to the premises will be charged accordingly and is the responsibility of the person booking the event.
20. Space for the event is booked only for the times indicated.
21. Set up & dismantle times, if required, are not included and should be specified at the time of booking.
22. If displays, exhibits or products are used, arrangements for their arrival, unloading & departure must be made through the Administrative Assistant. Such displays, exhibits, or products are the responsibility of the exhibitor and TRUWL accepts no liability for the loss or damage of these displays.
23. TRUWL is not responsible for damages to or loss of any articles left prior to, during or following any function by the user or their guests.
24. TRUWL reserves the right to require security should situations warrant for either or both parties contracting said functions.
25. Additional costs will be assessed for utility requirements above and beyond the normal usage.
26. Room rates as set out in Appendix "A" (attached).

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Appendix “A”

TRU Williams Lake Facility Rates

Effective April 1, 2026 updated rates will apply to all facility bookings, plus an admin fee of 25% on all facility bookings.

The rates listed below are the current rates and will remain in effect until March 31, 2026.

	Non-Profit Organization Rates		For-Profit Organization Rates		
Facility	Half-Day Rate	Full-Day Rate	Half-Day Rate	Full-Day Rate	Maximum Capacity
Multi-media classroom <i>(All classrooms include pull-down screen, computer, projector, screen)</i>	\$46	\$92	\$57.50	\$115	12 to 45 <i>room depending</i>
Computer Lab	\$86.25	\$172.50	\$258.75	\$517.50	20
Cafeteria seating space <i>(Please note this is a public space not able to be partitioned or closed off from campus)</i>	\$86.25	\$172.50	\$172.50	\$345.00	100
Gymnasium	\$34.50/HR		\$345.00	\$690.00	Up to 450
Field	N/C	N/C	N/C		

Potential additional charges:

Service	Rate
Janitorial	\$50/hr/janitor
Security	\$30/hour (minimum 3-hrs) Weekend and After-hours events: TRU requires security onsite for the duration of your event.
Facility Set up and Take Down	\$50/hr/TRU employee
Photocopying	Black & White \$0.07/single sided copy Color \$0.23/single sided copy

Prices are subject to change. The above pricing assumes normal use only.

PAYMENT Invoicing is issued from the Kamloops campus and will follow your booking. Payment is due upon receipt of invoice.

Remittance should be made payable to: Accepted methods of payment: VISA, MasterCard, AMEX, or Cheque
TRU-Williams Lake
1250 Western Avenue
Williams Lake BC V2G 1H7