



Tegler Student Centre Booking Request Form

Concordia students who wish to book the Robert Tegler Student Centre for an event of any kind (e.g., club meeting, fundraiser, concert, etc.) must:

1. Contact Conference Services about time availability (Colette.storms@concordia.ab.ca)
2. Complete all information requested below.
3. Obtain approval from the CSA VP Internal (CSA Office, A207).
NOTE: Approval does not guarantee a booking in Tegler Student Centre.
4. Submit this form to Conference Services (HA114, Student Services) to reserve the Centre. **Students are responsible for confirming with Conference Services (780.479.9208) that the space is reserved for their event.**

FORMS MUST BE SUBMITTED TO CONFERENCE SERVICES A MINIMUM OF FIVE (5) BUSINESS DAYS BEFORE EVENTS ARE TO TAKE PLACE.

Today's Date: _____ Name of Event: _____
mm/dd/yyyy

Event Dates: _____ Start Time: _____ End Time: _____

Name of Sponsoring Club/Association: _____

Purpose of Event: _____

Contact Name: _____ Contact Phone #: _____

Contact Email: _____

Setup Requirements:

Projector	Number of Rectangular Table	
Screen	Number of Round Tables	Number of Chairs

Circle the area on the **Tegler Centre Map** (see map on next page) that you require the set up.

APPROVAL (CSA VP Internal): _____
Signature mm/dd/yyyy

APPROVAL (Conference Serv.): _____
Signature mm/dd/yyyy

If not approved, please provide reasons/recommendations:

Circle area on map to indicate where you require equipment to be set up:

Tegler Setup Map

Name of Event:

Date & Time of Event:

