



Office of the Dean

Date : \_\_\_\_\_

Name : \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

This letter confirms a tentative booking for the Faculty of Education Foyer, on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_.

Users/user groups are responsible for returning tables and chairs to their original default furniture location and by removing all event materials (paper, catering trays, etc). The user is responsible for costs of cleanup (floors/garbage) if the space is not left in its original state. The users(s) is/are responsible for any damages resulting from inappropriate use of the space by their guests or other.

Should additional custodial be required following the use of the foyer, the user group will be charged for additional cleaning via a speedchart.

If you accept the terms of this agreement, please sign and return to Education Dean’s Office Facilities: [dnsso.facilities@ubc.ca](mailto:dnsso.facilities@ubc.ca)

Reference:

Reference:

Education Dean’s Office Facilities

Name :

Unit :

\_\_\_\_\_  
Signature- Date

\_\_\_\_\_  
Signature - Date