Attention Recognized Campus Groups and Student Societies,

We are pleased to announce the implementation of the following recommendations from the Advisory Committee on the Temporary Use of Space, a committee that was headed by the Office of the Vice-Provost, Students. These changes are effective immediately.

1) Two contacts from a recognized campus group or student society will be permitted to make reservations for classroom space. These representatives must be the Primary or Secondary contacts on the Ulife (https://www.ulife.utoronto.ca/) database. We would encourage all groups to ensure that their information is up to date in Ulife for this purpose.

2) Advance bookings are now being piloted. Groups will be permitted to book rooms in advance within the term. The dates for the pilot are as follows:

- Fall Term (September to December) 2012 bookings are currently open
- Spring Term 2013 (January to April) bookings will open December 7, 2012
- Summer Term 2013 (May to August) bookings will open April 7, 2013

*Please note that requests for special event bookings (such as conferences, ticketed events, etc.) are booked outside of this system. Please contact the Office of Space Management for more information.

3) Basic audio-visual charges (access to teaching stations and projection) will be paid for by the Office of the Vice-Provost, Students on a trial basis for the 2012-13 academic year.* Please consult our AV specialist at the time of booking for details.

*Some conditions apply

If you have any questions please contact Academic + Campus Events at: ace.team@utoronto.ca.