



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](mailto:ace.team@utoronto.ca).