**GUIDELINES FOR HOSTING PUBLIC EVENTS**

Requests for Conference Services are divided into three categories:

1. external groups (no connection to University)
2. external groups with a University sponsor (e.g. faculty or staff connection)
3. internal groups (presented by faculty or staff)

If a staff or faculty member has chosen to sponsor an activity at the University on behalf of an external group, or is planning to organize a conference, event or presentation, they assume the responsibility of the host.

The following are guidelines for requesting and hosting public events:

* Complete application form on line: [orillia.lakeheadu.ca/orillia-campus-room-booking-request/](http://orillia.lakeheadu.ca/orillia-campus-room-booking-request/)

under “outside groups and community organizations” and submit to Shelley Unwin for approval by the Dean

* If there are any IT requirements for the event, please ensure that you submit a ticket to the Technology Services Centre: <https://supportticket.lakeheadu.ca/>
* Prepare and display posters or information regarding the event in advance
	+ Your department “Communications” rep can assist with posting information to our Calendar of Events, Digital Screen at OA and to the Communication Bulletin
	+ If the event is open to the public, Kathy Hunt (kjhunt3@lakeheadu.ca)
	can assist with publicity and advertising
* Prepare for the presentation – trial run prior to the event to be sure that all equipment, etc. is in order
* On the day of the event, display directions to the location of the event at the Hub
* Meet and greet attendees at the Hub
* Please contact Madison County Food and Beverage if refreshments are required. The website is [www.backtothegrind.ca](http://www.backtothegrind.ca) and you can reach Matt at ext. 3050 or by email at madisoncounty@lakeheadu.ca
* We are a LEED facility and encourage environmental sustainability; attendees are encouraged to bring their “own bottle” for water or provide jugs of water, not bottled water
* Unless additional custodial support has been acquired, it is the responsibility of the host to tidy up after the event (e.g. putting away garbage, rearranging furniture, etc.)
* Parking rates apply for events which take place before 5 pm; see policy here: <http://orillia.lakeheadu.ca/parking/>
* For public events, consider a “sign in” so that we can capture email addresses in order to let people know about upcoming events.
* For events hosted by departments within the University, it is the responsibility of that department to organize these events, post to the Calendar of Events, Digital Screen and Communication Bulletin, and contact John Siecker (jsiecker@lakeheadu.ca) if additional cleaning services are required.