



Booking Reservation Request - The Galleria

Department/Group/Club requesting the booking:

Primary contact name:

Phone:

E-mail:

Date and time of request (including set-up time if required):

Nature of the event:

Date:

Approved by CUSA Vice-President Internal:

PLEASE NOTE: When booking/using Galleria space, you are agreeing to abide by Galleria guidelines. For the updated policy on booking space on campus, please visit <http://www2.carleton.ca/secretariat/policies/space-booking-policy/>

Please complete and e-mail this form to the Clubs & Societies office at: vpi@cusaonline.com and PLEASE ADVISE IF YOUR BOOKING PLANS CHANGE.

You must stay in your designated booking area and are responsible for cleaning up after your event.

SUBMIT