

MIE Request Form: Room Booking - Learning Space Management (LSM)

E-mail completed form to: Sue Eccles, reception@mie.utoronto.ca

LSM Room Info (view spaces, layouts, room capacities): https://lsm.utoronto.ca/webapp/f?p=210:1:::							
Request For:							
E-mail:							
Student Group Name:				e-mail:			
Room Type: (classroom/seminar/lecture hall)							
Building/Room # Request: (Include 3 room choices)		1.					
		2.					
		3.					
Capacity/# of Attending:							
AV Teaching Station: (yes/no)		T-Card required for activating. For student groups LSM requires 7 days advance booking for AV request/support. A portable projector from MIE can be signed out from: reception@mie.utoronto.ca					
Date:							
Start Time:							
End Time:							
Event Name:							
Event Type:							
Speakers:							
Supervisor's Name:							
Supervisor's Account:		FC		CC		F	n/a
Notes:							
✓ Type of LSM services that may be charged to your event.							
	Registration or catering tables requested delivery						
	A/V Teaching station equipment, projection system or Additional wired mics or Additional wireless mics						
	Weekend setup fee or Caretaking fee for weekend/evening bookings						
	Building requires a security person to be present						
	Internal room rental fee <i>for dept. hosts an event in conjunction with an outside organization</i>						
Other:							
EN	Learning Space Management: https://lsm.utoronto.ca/ ▪ LSM General Enquiries: 416-978-2187 Booking University space, University divisions can contact LSM at: lsm.team@utoronto.ca Recognized Student Groups and External Organizations can book at: campusevents@utoronto.ca Audio/Visual: lsm.tech2u@utoronto.ca						