

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: <i>(classroom/seminar/lecture hall)</i>						
Building/Room # Request: <i>(Include 3 room choices)</i>	1.					
	2.					
	3.					
Capacity/# of Attending:						
AV Teaching Station: <i>(yes/no)</i>	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:						
FYI	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					