



Audio/Visual Charges Cost-Sharing Request Form

Please complete this form and submit it along with the receipt from the Office of Space Management to Catherine Kobelka (catherine.kobelka@utoronto.ca) in the Office of Student Life. Please retain a copy of both this form and the OSM receipt for your records.

Please note that this 50% cost-sharing program only applies to basic Audio/Visual charges associated with student group meetings and small-scale events. Large event bookings or bookings that require additional Audio/Visual equipment or support are not eligible for this cost-sharing program.

Name of Group: _____

Group Address: _____
STREET CITY POSTAL CODE

Group Type: Recognized Campus Group Student Society Other: _____
CIRCLE ONE

Meeting Type: Executive Meeting General Meeting Event Other: _____
CIRCLE ONE

Meeting Date: _____ Date of Booking Request: _____

Meeting Description: _____

Office of Space Management Booking Reference Number: _____

Total Cost of A/V: \$ _____ Amount Requesting for Reimbursement: \$ _____

Signatures (must be signed by group signatories as per Ulife):

Name:
Position:
Email:

Name:
Position:
Email:

If you have any questions please contact the Office of the Vice-Provost, Students & First-Entry Divisions at: vp.students@utoronto.ca