

First Peoples House of Learning Spaces Request and Contract

Primary Contact Information	
Name of Person Booking	
Organization/Business	
Connection to Trent	<input type="checkbox"/> Student Club or Group <input type="checkbox"/> Trent Department <input type="checkbox"/> Community Non-Profit <input type="checkbox"/> Local Business <input type="checkbox"/> Other:
Phone Number	
Email Address	
Booking Information	
Which Space are you booking?	<input type="checkbox"/> Ernest and Florence Benedict Gathering Space (ENW102) <input type="checkbox"/> Mnidoowag A'Kiing (The Spirit Lands) Traditional Area (Peterborough) <input type="checkbox"/> Endaayang (Our Home) Traditional Area: (Durham)
<i>When booking Traditional Spaces, please indicate if a fire is needed. If so, you will be provided with a FPHL trained firekeeper. An invoice for the firekeepers time and wood may be added.</i>	
Date(s) Requested	
Time Requested (including setup/takedown):	

Intended Use of Space:	
Payment Method: <i>Please make cheque payable to Trent University</i>	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Internal Transfer
<p>I/We agree to use the requested First Peoples House of Learning space in a responsible and respectful manner during the time outlined in this contract.</p> <p>I/We agreed to pay the fee associated with space unless otherwise discussed with FPHL.</p> <p>We agree to be responsible for any damage done to the space and agree to replace/replenish anything we use from the space.</p> <p>_____ (name) will be the primary contact responsible for cleaning the space after it has been used and agrees to be contacted after the event if the space has not been cleaned.</p> <p>Unless previously discussed and approved by FPHL, students will continue to have access to the space.</p>	
Date	Signature

OFFICE USE ONLY	
DATE APPROVED	Payment Received Y/N Payment Waived Y/N
APPROVED BY:	