



43 Division - Brigadier Room Request / Agreement

PLEASE PRINT FORM, FILL OUT AND BRING IN TO 43 DIVISION

Who will be considered:

The Brigadier Room is for the use of NOT FOR PROFIT COMMUNITY groups operating within 43 Division. In addition, community partners such as the TFD, EMS, TCHC and other organizations who serve the citizens of 43 Division will be considered on a priority bases. NOTWITHSTANDING A PREVIOUS BOOKING THE OPERATIONAL NEEDS OF THE TORONTO POLICE SERVICE WILL SUPERSEED THE USE OF THE BRIGADIER ROOM.

Use of Utilities / Equipment :

Except with the approval of the Unit Commander, no community event held in the Brigadier Room shall consume an inordinate amount of hydro, water resources or other supplies found in the Brigadier Room kitchenette.

Only equipment (tables / chairs etc) requested at the time of the booking can be used by the event organizers. If, on the day of the event, the organizers require equipment / supplies not originally requested, the Officer-in-Charge can authorize the use of equipment / supplies on the day of the event.

Cleanliness:

Cleaning of the Brigadier Room at the conclusion of a community event is the sole responsibility of the event organizers. If a spill occurs on the carpet or TPS equipment is damaged, the organizers will immediately report such an occurrence to the Officer-in-Charge of the station. A vacuum is stored in the supply closet within the Brigadier Room and can be used by event organizers.

Parking:

43 Division has limited parking available. Every effort should be made by event attendee's to carpool or take public transportation. The Officer-in-Charge of the station may direct attendee's to park in designated locations.

Event Organizer

43 Division Representative:



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Date of Request : _____

Organization : _____ Phone # _____

Event Organizer : _____ Phone # _____

E-mail _____

Alternate Contact : _____ Phone # _____

E-mail _____

Event Date: _____ Start Time: _____ Finish Time: _____

Tell us about your meeting/ event:

Total number of participants expected: _____

Equipment Requested: Chairs: _____ Table _____

PRE-EVENT CHECK

Event Organizer present : _____

TPS Representative : _____

Table # _____ Chair # _____

Condition of Equipment / Floor / Carpet :

POST-EVENT CHECK

Event Organizer present : _____

TPS Representative : _____

Table # _____ Chair # _____

Condition of Equipment / Floor / Carpet :