

## STUDENT VENDOR PROGRAM – FACILITIES USE

Events Scheduled – When?	Co-ordinated By
Weekdays – During normal business hours (8 am – 6 pm)	Academic Coordinator.  <a href="#">Student Representative Event Planning form</a> must be used and be approved.
Weekdays – Between 6 pm – 9 pm; and  Weekends	Administrative Services Manager.  <a href="#">External Events – Facilities Request form</a> must be used and approved. These events are processed as external events requiring rental, insurance certificates etc.

[Student Company Rep Agreement](#)