



McGill

Fundraising Request

Faculty of Medicine
 Building Director's Office
 3655 Promenade Sir William Osler, Rm. 529
 Montréal, Québec, Canada
 H3G 1Y5
 Telephone: (514) 398-7170 Fax: (514) 398-2163 E-mail: buildingsec.med@mcgill.ca

Student Name:	McGill I.D. #:
McGill Student Organization:	
Telephone:	Email:
Fundraising Event:	Event Date:
Event Start Time: 11:30 a.m.	Event End Time: 1 p.m.

I, _____, request the right to reserve the 5th floor lobby directly for my fundraising event. I agree to take full responsibility for ensuring that all terms listed below are respected with regards to my fundraising activity. I also agree to pay a \$20 deposit. If any of the terms are not are respected below I understand that my \$20 deposit will not be returned to me or any of my constituents. Furthermore, I am also aware that I must inform any group member, who is in any way involved with this fund raising activity, of the following rules and regulations.

1. ONLY McIntyre medical students are permitted to hold fundraising events.
2. Any fundraising event must be held between 11:30am-1:00pm inclusively.
3. The fundraising event will be set up exclusively on the 5th floor in front of the elevators.
4. If a table is required it will be under the stairs on the 5th floor.
5. The student(s) organizing the event will be responsible for ensuring that the table and bake sale area are properly cleaned immediately after the event.
6. Any posters advertising the fundraising event (maximum 5) must stamped and authorized at the Building Directors Office (Room 529) before posting them.
8. The student(s) organizing the event must put up posters for their event only on designated areas in the building (notice boards).
 7. The student(s) will NOT put any posters for their event on walls, columns, doors, windows or in elevators.
 8. The student(s) will NOT sell any drinks, including water or alcohol as part of their fundraising event.
9. No more than 2 people will operate the event, which includes sitting or standing at the table at any time during the duration of the event.
10. The event organizer(s) will ensure that the hallway in front of the elevators is not blocked off by any traffic as a result of the fundraising event.
11. Any cafeteria chairs used for the event are to be brought back to the cafeteria immediately after the fundraising event is finished. The porter does not bring back cafeteria chairs to the cafeteria. This will be the responsibility of the student(s) organizing the event.
12. Only food items such as baked goods or samosas can be sold. Any food items that need to be cooked on the spot (such as grilled cheese sandwiches) which are already offered by the McIntyre cafeteria cannot be sold.
13. Failure to pick up your deposit within 6 months of your last event you will automatically lose your deposit

Fundraising Organizer's Signature:	Date:
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For Building Director's Office

_____ I have verified that the student organizing the fundraising event has complied with all of the terms listed above and has been given back their \$20 deposit.
 _____ I have verified that the student has NOT complied with all of the terms listed above and as a result will not be receiving their \$20 deposit back.

Approval from Building Director's Office	Date:
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