



**Graduate Students' Association**  
**University of Saskatchewan**

**Graduate Commons Booking Form**

Please complete all fields and return electronically ([gsa.common@usask.ca](mailto:gsa.common@usask.ca)) or by fax: 306-966-8598. Allow a minimum of 30 minutes for set up/clean up when booking your event. Groups using the GSA Commons are responsible for using the space respectfully. The space is to be left clean, tidy, and in good repair. Please ensure that all furniture is placed back to its original location. **NOTE:** Booking policies can change without prior notice.

**Damage Deposit:** The GSA requires a \$100.00 damage deposit to be returned upon completion of the cleaning check list at close of event.

Event Information		
Date(s) of Event		Time of Event
1) _____	_____	From: _____ To: _____
DD	MM	YYYY
2) _____	_____	From: _____ To: _____
DD	MM	YYYY
3) _____	_____	From: _____ To: _____
DD	MM	YYYY
Department/College		Number of Attendees
		Event Type <input type="checkbox"/> Open <input type="checkbox"/> Private
Will you be serving liquor?	Will you be serving food?	Will you be using Audio/Visual Equipment?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Event:		
Contact Information		
Last Name		First Name
Email		Phone
Mailing Address		

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

**Office hours**  
 Monday - Friday 9:00am - 8:00pm // September - June  
 Monday - Friday 9:00am - 5:00pm // June - August