

## FACILITY USE REQUEST FORM

NII Advance Technology Campus has a mix of classrooms, meeting rooms, hot desks and open areas that can help support the region’s training and education needs.

**Location: 117 Farrell Drive, Tiverton ON N0G2T0**

**Current hours of operation: 6:45 am to 6:00 pm, Monday to Friday**

(If you require access outside of regular hours of operations, additional considerations may apply)

### CONTACT INFORMATION

**NAME OF ORGANIZATION:**

**NAME OF ONSITE CONTACT PERSON:** (must be from the same organization)

**CONTACT EMAIL:**

**CONTACT PHONE:**

### EVENT DETAILS

**PURPOSE:**

**EVENT DATE(S):**

**NUMBER OF GUESTS:**

**START TIME:**

**END TIME:**

When indicating event start time, include the time that access to room may be required; e.g., If your event starts at 4:00 pm but you require access at 2:00 pm for setup, indicate an event start time of 2:00 pm.

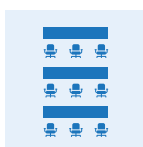
### ROOM REQUIREMENTS

- HOT DESK**
- MEETING ROOM** (4 to 6 people)
- LARGE MEETING ROOM / CLASSROOM\*** (up to 50 people)
- THE CORTEX** (large, open multi-purpose space)
- SMALL CLASSROOM** (10 to 20 people)
- LARGE CLASSROOM** (35 to 50 people)

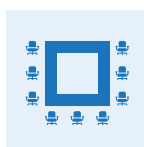
\*If you selected large meeting room/classroom, confirm setup required:



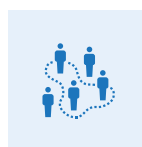
U-Shape



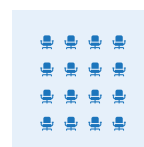
Classroom



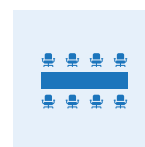
Hollow square



Reception



Theatre



Boardroom

**Note:** If you are booking The Cortex or require different set-up than above, you may need to rent your own furniture.

## FACILITY USE REQUEST FORM

### CATERING

A lunch room with vending machines and basic lunch room amenities is available on site. If the lunch room is unavailable, an alternative suitable space for lunch will be made available.

If you have made arrangements for outside catering, you must arrange for a set up location in advance.

Will your event be catered?  YES  NO

**NAME OF CATERER:**

### AV / IT REQUIREMENTS

Each classroom is outfitted with a projector and projector screen for your use, and you will have access to a high-speed wi-fi internet connection. If you expect to show any videos or websites, please test them prior to your event for compatibility. **NOTE: there is no printer access/availability on-site.**

**Please describe any additional AV/IT needs your booking requires and we will do our best to accommodate:**

### INCLEMENT WEATHER POLICY STATEMENT

When any section of highway 21 between Kincardine and Port Elgin is closed, the NII Advance Technology Campus, located at 117 Farrell Drive, Tiverton, ON will be closed to all users. If any section of highway 21 between Kincardine and Port Elgin closes after the Campus has opened for the day (between 7:00am-6:00pm), the facility will close within the hour and all staff and guests will be directed to leave. If any section of highway 21 between Kincardine and Port Elgin reopens during the day after the facility has closed, the facility will reopen the following day.

### ADDITIONAL NOTES

- If additional equipment and/or rooms are required, additional fees may apply.
- If you are expecting deliveries, arrange with [advance@nii.ca](mailto:advance@nii.ca) prior to delivery.
- If you have any individuals with accessibility needs, speak with the NII Advance Technology Campus to ensure your booking meets any specific requirements.

Submit completed form to [advance@nii.ca](mailto:advance@nii.ca)