

## 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 N0G 2T0

**Hours of Operation:** 7AM – 6PM, Monday to Friday

(if you require access outside of regular hours of operation, additional considerations and fees may apply)

### BOOKING INFORMATION

**NAME:**

**ORGANIZATION NAME:**

**EMAIL:**

**PHONE:**

### ON-SITE CONTACT INFORMATION

☐ Same as above

**NAME:**

**ORGANIZATION NAME:**

**EMAIL:**

**PHONE:**

### EVENT DETAILS

**EVENT NAME:**

**NUMBER OF GUESTS:**

**START DATE:**

**END DATE:**

**START TIME:**

**END TIME:**

Is this a recurring event?

**YES**

**NO**

**RECURRING EVENT DETAILS:**

Daily weekdays

Quarterly

Weekly

Other (if other, please provide details)

Monthly

Is the time the same for all dates?

**YES**

**NO**

Alternate dates and times:

Please include set up and clean up time when indicating event start and end time.

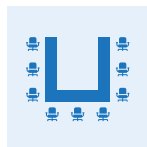
For example, if the training starts at 4PM but you need access to the space at 2PM, put 2PM as the event start time.

## FACILITY USE REQUEST FORM

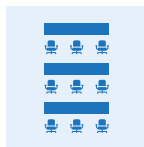
### ROOM REQUIREMENTS

- |  |   |
|--|---|
| <input type="checkbox"/> Hot desk                  | <input type="checkbox"/> Cortex (large event space, up to 250 people) |
| <input type="checkbox"/> Meeting room or Boardroom | <input type="checkbox"/> Weld shop                                    |
| <input type="checkbox"/> Classroom                 |   |

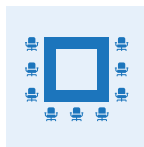
### ROOM SET-UP



**U-Shape**



**Classroom**



**Hollow square**



**Boardroom**

Note: If you are booking The Cortex additional set-up options are available; however, furniture rentals (tables, chairs) are required.

### 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 catering, you must arrange for a set up location in advance.

Will your event be catered?      **YES**      **NO**

#### NAME OF CATERER:

To help us make sure your food arrives at the right place, please provide your caterer with both your booking name and the correct room name — for example, Blue Main or Blue South.

### AV / IT REQUIREMENTS

Each classroom is outfitted with a projector and projector screen and you will have access to high-speed wireless 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.**

Do you require video-conferencing capabilities?      **YES**      **NO**

A fee may be charged for the use of additional AV/IT equipment.

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### 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 Dr., 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, the facility will close within the hour and all staff and guests will be directed to leave. If the highway reopens later that day, the facility will remain closed until the following business day.

### ADDITIONAL NOTES

- If you are expecting deliveries, you must 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.

### RENTAL FEES AND INVOICING

- Rates and fees are set annually; adjustments may be considered at the discretion of management based on program type, frequency of use, or other relevant factors.
- Additional charges will apply for the use of equipment beyond what is included in the standard rental.
- Invoices will be issued within 30 days of the rental date and are payable upon receipt

### CANCELLATIONS

In the event of a cancellation, there is a \$50 cancellation fee with less than 3 days.  
There is no fee for cancellations with more than 7 days notice

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