

United Way Connects Meeting Space Request

United Way Connects is available at no charge to community-based organizations and collaborative initiatives. As there is great demand for United Way Connects meeting spaces, we request that meetings/events are booked individually and no more than 90 days in advance. Further sessions can be booked after your meeting is complete. Bookings are accepted during office hours only. Monday -Friday, 8 am - 4 pm. Any financial contributions offered are appreciated and go toward supporting the ongoing availability of meeting room supplies, as well as maintenance of the space.

*Please note that your booking is not complete until you receive a confirmation email from United Way Regina.
Please allow up to 3 business days for us to process your request.
If you do not receive a confirmation within this time, please call 306-757-5671.*

Organization	On Site Contact Person (must be in attendance at the meeting / event)	
<input type="text"/>	<input type="text"/>	
Address	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of Meeting / Event

Date(s)	Start Time	End Time	# of People Attending
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The participants attending our event can be best described as: (Please choose only one option.)

Community-based organizations Multi-sectoral Other

Purpose of Meeting / Event: (Your meeting request will not be processed without this information. Use Sage/Sweetgrass is not permitted.)

Room(s) & Amenities Requested: (Select all that apply.)

<input type="checkbox"/> Community Room (up to 60 people) <i>Includes: LCD projector & screen, computer, DVD, microphone & sound system</i>	In addition to the amenities already included in the room, the following can be booked on a first come, first served basis.
<input type="checkbox"/> Conference / Board Room (up to 20 people) <i>Includes: LCD projector & screen, computer, DVD & sound system</i>	
	<input type="checkbox"/> Flipcharts # requested (up to 5) <input type="text"/>
	<input type="checkbox"/> Portable LCD Projector

Additional Requirements:

I confirm that I understand the expectations of visiting organizations to United Way Connects and that my request conforms to these expectations.

<input type="text"/>	Date/Time Field <input type="text"/>
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Signature (Your typed name will act in place of your signature for online submissions.)

Please be sure to print this form or save a copy for your records. To submit your meeting space request please send your completed form as a regular attachment by email to uwconnects@unitedwayregina.ca or send it by fax to 522-7199. Requests will receive confirmation within 3 business days.

All on-site contacts must attend an orientation to United Way Connects prior to your first meeting or event. Orientations are at 3:00 PM on Fridays.