



**To: Recognized Campus Groups on the St. George Campus**

**From: The Office of the Vice-Provost, Students**

**Re: Reimbursement for Basic Audio-Visual Expenses Process Update**

**Date: January 6, 2016**

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**Overview:**

- The University of Toronto recognizes the vital role that clubs play in creating a vibrant campus community.
- The Report of the Advisory Committee on the Temporary Use of Space (2011) recommended that the University assist recognized campus groups in addressing the costs associated with booking rooms on campus (e.g. audio-visual equipment replacement, audio-visual staffing costs for equipment maintenance and support).
- In response to this recommendation, the Office of the Vice-Provost, Students currently reimburses recognized campus groups for 50% of *basic* audio-visual (a/v) equipment for room bookings. (Currently, the University does not apply a room rental fee to recognized campus groups. It may, however, bill organizations for direct costs like caretaking, security, and room set-up.)
- The Offices of the Vice-Provost, Students, and Student Life (St. George) have received feedback that the administrative process for reimbursement presented challenges for some students and staff. In response, the Office of the Vice-Provost, Students worked with the Office of Student Life and Academic + Campus Events to streamline the process.

- As of January 1, 2016, primary or secondary contacts of recognized campus groups will no longer have to apply for reimbursement of 50% of their basic a/v expenses. Instead, Academic + Campus Events will automatically apply a 50% discount at the time of booking.
- Recognized campus groups will continue to be responsible for the other half of the a/v fee. The discounted portion of the fee will be paid by the Office of the Vice-Provost, Students.
- This process will be subject to an annual administrative review.

- If your group incurred basic audio-visual expenses in the Fall 2015 semester, please apply for reimbursement by submitting your claim to [catherine.kobelka@utoronto.ca](mailto:catherine.kobelka@utoronto.ca). The deadline to submit Fall 2015 claims is **February 29, 2016**.
  - Campus Groups can access the online form to submit a claim here: <http://www.osm.utoronto.ca/website/PDFs/AVCost-SharingForm.pdf>.
  - Campus Groups should only use this form for expenses incurred before January 1, 2016. Please do not use this form for expenses incurred after January 1, 2016.

## Frequently Asked Questions

- 1. Why is there a cost for a/v?*

Staff, faculty, and students all use the University's audio visual equipment in classrooms for a number of purposes. Given the large amount of equipment across the St. George campus, the University requires staff to provide technical support. Expenses are also incurred every time a piece of equipment requires maintenance or replacement.
- 2. Will this cover an evening or weekend booking?*

Because costs to support a/v equipment increase on Friday evenings and throughout the weekend, you'll note that the basic a/v fee increases on your invoice from Academic + Campus Events. The Office of the Vice-Provost, Students will continue to cover 50% of the cost of basic a/v equipment, even at the higher weekend/evening rate.
- 3. What constitutes a "basic" a/v expense?*

Generally, basic a/v means access to the teaching podium (and, consequently, access to a projector, screen, and podium microphone). Basic a/v equipment does *not* include extra microphones (e.g. lapel microphones), additional monitors/TVs, or similar additional equipment.
- 4. Can I book multiple rooms and spaces for a student conference?*

Yes. Please be aware, though, that the 50% discount will apply only to basic a/v equipment, and the campus group will still be responsible for the 50% of the fee associated with each room. The Office of Academic + Campus Events is available to advise you on the most cost-effective ways to coordinate your event.
- 5. How much can I expect to pay?*

Typical expenses for a/v are \$63.28 per booking (Monday to Friday until 5pm), and \$176.28 per booking (Fridays after 5pm and weekends). Your group would be responsible for half of this amount (\$31.64 per booking on Monday – Friday until 5pm; \$88.14 per booking on Friday after 5pm and weekends). The Office of the Vice-Provost, Students will pay the other portion of the fee.
- 6. What happens if I'm not recognized by ULife?*

If your campus group is not recognized on ULife, then you will be ineligible for the discounted rate. Information on how to apply for campus group status is available online here:  
<https://ulife.utoronto.ca/page/view/slug/apply>
- 7. Can I make a booking on behalf of another group or business?*

No. The University's Procedures for the Temporary Use of Space (<http://uoft.me/En>) indicates that misrepresentation or omission of relevant information may result in the

cancellation of the reservation without notice to or recourse by the requestor. It also jeopardizes your status as a recognized campus group.

Please note that if your group is making a booking to screen a movie, you may require an appropriate license first. For more guidelines on copyright considerations, please refer to the Vice-Provost, Students website here:

<http://uoft.me/Eo>