

Academic + Campus Events

Phone: 416-978-8560

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Thank you for supporting the Lanyard Lending initiative in partnership with the Sustainability Office and Academic + Campus Events. Your efforts are essential in eliminating landfill waste and promoting the production of sustainable services at the University of Toronto. For more information, please visit <http://www.fs.utoronto.ca/SustainabilityOffice/>

Lanyard Request Form – Internal Departments and External Organizations

E-mail: campusevents@utoronto.ca

Contact/Organization Address

Reserving Organization/Department: _____

Contact Name: _____

Address: _____

City, Province: _____ Postal Code: _____

Telephone: _____ E-mail: _____

Event Details

Title of Event: _____

Location: _____

Number of Lanyards Required: _____

Date Requested for Pick Up: _____

Time Requested for Pick Up: _____

Date Requested for Return: _____

Time Requested for Return: _____

Please pick up and return lanyards at the Academic + Campus Events Office located on the 4th floor of the McMurrich Building at 12 Queen's Park Crescent West between 0900-1630hrs on weekdays.

By signing below, the reserving organization agrees to the following:

1. The contact from the reserving organization or department will be responsible for submitting the request form at least 10 business days prior to the day of the event.
2. The reserving organization or department acknowledges that there is a cost of \$0.25 for each lanyard that must be paid before pick up and after the lanyard request.
3. The reserving organization or department and contact will be responsible for the careful and proper use of the lanyards provided and all equipment enclosed within its container. This includes returning the container with the nametag cards removed from their plastic holders, plastic nametag holders removed from lanyards and tied in bundles of 25, and returning all supplies within in their original container.
4. The reserving organization or department will be responsible for returning all requested lanyards free of damage or harm. Failure to comply with careful use of the container and the equipment therein will result in a fee of \$25.00 per 100 damaged lanyards. Lost or missing lanyards will incur a fee of \$1.00 each upon return to the Academic + Campus Events Office at the appointed date and time of return.

Signed: _____ Date: _____