

## Meeting space Request Template – Facilities outside of workplace

### Purpose:

Hosting your activity or event outside of the workplace is a great way to engage people in a more leisurely environment. Venues such as coffee shops, restaurants, parks and even Community Centres offer an informal approach with your message and will also help build relationships with your members. We are happy to provide you with an example of a request that you can extend to the Manager or owner of a facility you intend to use. Keep in mind that should you use a public space, you will not need to use this step!

### Instructions:

You may send this message using various methods. Please don't forget to add a subject line should you send via email! Be sure to refer to the Meeting Checklist and Meeting Planner Template to ensure you are sending this at the right time.

*Examples of Email subject line:*

*Request for meeting space – PIPSC member engagement activity*

*Use of facilities - PIPSC member's visibility event*

### Example of Message:

Dear {NAME},

This is to request permission to use the *{private room, parking lot, conference room, etc.}* for the purpose of a PIPSC Better Together member activity, on *{enter date of activity}*.

I will be responsible for the set up and clean of the space and will ensure that the area is kept tidy and put back to normal.

The activity is scheduled to last from *{enter time}* to *{enter time}*, and I expect *{enter #}* of participants.

Please let me know if you can grant us permission to use the space requested.

Thank you,

*{Your name}*

**\*\*Be sure to include your workplace Steward on this message**

**\*\*You can also consider adding a note on the Union bulletin board, in your workplace**