

Meeting space Request Template – USE OF EMPLOYER’S SPACE

Purpose:

Unless you are hosting your activity outside of the workplace, you will need to seek the Employer’s permission to use one of their meeting spaces, either inside or outside of the building. We are happy to provide with an example of a message that you can extend to your Employer, in order to secure space.

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 Better Together activity

Use of parking lot - PIPSC Better Together activity

Example of Message:

Dear {NAME},

This is to request permission to use the {lunch 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}

CC. {your workplace Steward}

****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**