

# ROOM BOOKING GUIDELINES FOR FACULTY OF HEALTH SCIENCES (FHS) & MICHAEL G. DEGROOTE CENTER FOR LEARNING AND DISCOVERY (MDCL)

**Purpose:** The Faculty of Health Sciences Room Booking Office is dedicated to creating and maintaining a safe, clean and inspirational educational environment for its faculty, staff and visitors. We are committed to supporting the teaching and academic needs of the university.

The use of all conference and teaching rooms on the room booking system requires a reservation made through Room Bookings. Most teaching and conference rooms without a booking reservation will remain locked after regular business hours to allow for cleaning. Anyone who does not have a booking confirmation please be courteous and vacate rooms promptly for those who do and allow housekeeping access. If an existing room reservation is no longer required we appreciate your cooperation in cancelling the reservation immediately with Room Bookings.

As a courtesy to other groups:

- Be sure to remove excess garbage
- Leave rooms clean and tidy after use
- Do not bring additional furniture into rooms, remove or relocate existing furniture & equipment
- Leave rooms in the standard configuration. If you require an alternate set up please contact room bookings @ ext 22885
- Report equipment / furniture issues to ext 22885
- Do not tape posters or literature to walls. Display boards & easels are available by emailing [bookFHS@mcmaster.ca](mailto:bookFHS@mcmaster.ca)

## Contact Information / Booking Procedure

**Faculty of Health Sciences (FHS) Room Booking** requests should be forwarded to:  
[bookFHS@mcmaster.ca](mailto:bookFHS@mcmaster.ca)

- Individuals wishing to book a room should complete the 'Room Booking Request' form located at [http://fhs.mcmaster.ca/corporate/room\\_bookings.html](http://fhs.mcmaster.ca/corporate/room_bookings.html) and send it to: [bookFHS@mcmaster.ca](mailto:bookFHS@mcmaster.ca)
- FHS Room Bookings will process all requests for McMaster Faculty and Staff for the McMaster site and MDCL buildings only (note: MDCL 1<sup>st</sup> floor is booked through the registrar's office)
- All activities/events that require the use of sharps, suturing materials and/or animal products must be booked in the Anatomy Lab: <http://fhs.mcmaster.ca/anatomy> or the Centre for Simulation Based Learning: <http://simulation.mcmaster.ca>, as these products are not permitted in the meeting rooms for health and safety reasons
- All activities that require physical examination exercises, use of stretchers or other clinical equipment will not be booked in teaching rooms. Please contact <http://simulation.mcmaster.ca/index.html>
- FHS staff located at other HHS sites should contact HHS Room Bookings and requests should be forwarded to: [roombooking@hhsc.ca](mailto:roombooking@hhsc.ca)
- HHS staff who wish to book FHS priority rooms may do so **two weeks prior to event date**
- FHS Room Bookings will process requests Monday-Friday between the hours of 0830-1600. Bookings will normally be processed within 48 hours

Rooms at the McMaster site are available daily from 0730 - 2200 hours only. If you wish to book a weekend event, please consult with FHS Room Bookings to discuss your needs. Please note post-event housekeeping fees will apply.

Rooms located in the MDCL building are available Monday through Friday, except weekends.

Rooms located within departments are only available Monday to Friday 0830 - 1630 hours.

## Type of Booking Requests

**Single booking** - one date at a specified time. Requests can be made 1 calendar year in advance. It is recommended that single booking requests be made at least 48 hours in advance.

**Recurring booking** – normally academic bookings, numerous dates at a specific time. Recurring bookings must be submitted using the request form and emailed to room bookings. Recurring bookings are **not** automatically renewed upon their expiration and must be resubmitted/renewed as needed by the user.

**Recurring bookings may be requested 18 months in advance** for the following:

- educational courses and programs who follow the academic calendar year
- rounds/in-service meetings
- annual orientations

***Room bookings will send out a reminder each December for the next academic year July 1 to June 30 for recurring bookings. Other requests will be completed after teaching and program needs are met.***

## Teaching Rooms with Smart board Equipment

Training to operate the audio visual equipment in teaching rooms must be arranged prior to use of the equipment by contacting:

**HSC Primary Contact** is James Kent, 22433, [jkent@mcmaster.ca](mailto:jkent@mcmaster.ca)  
Secondary Contact is Erik Pechmann, 21601, [pechm@mcmaster.ca](mailto:pechm@mcmaster.ca)

**MDCL 2<sup>nd</sup> floor Primary Contact** is Eric Pechmann, 21601, [pechm@mcmaster.ca](mailto:pechm@mcmaster.ca)  
Secondary Contact is James Kent, 22433, [jkent@mcmaster.ca](mailto:jkent@mcmaster.ca)

**MDCL 3<sup>rd</sup> floor Primary Contact** is James Kent, 22433, [jkent@mcmaster.ca](mailto:jkent@mcmaster.ca)  
Secondary Contact is Erik Pechmann, 21601, [pechm@mcmaster.ca](mailto:pechm@mcmaster.ca).  
You may also contact Chris Skrzek, 22816, [skrzekc@mcmaster.ca](mailto:skrzekc@mcmaster.ca)

## Confirmations

Requestors will receive a system generated email confirmation for all new bookings, changed bookings and cancelled bookings. The email confirmation will include the details of the room booking reservation, change or cancellation as well as a confirmation number. It is the responsibility of the requestor to confirm the details of the email confirmation and report any discrepancies to FHS Room Bookings immediately.

**NOTE:** Room booking discrepancies or conflicts can only be resolved with proof of the email confirmation or the confirmation number.

## Room Set-up/Equipment Requests

Rooms should be left in standard configuration as a courtesy to other groups using the room after you. Please do not tape event notices on walls, elevators or doors.

## **HSC**

- Room set up requests should be emailed to room bookings two weeks in advance. \$25.00 set up/delivery fee will apply.
- Poster boards, easels, tables, chairs, notice stands to advertise/direct people. Please book requests at least two weeks prior to your event, by emailing: [bookfhs@mcmaster.ca](mailto:bookfhs@mcmaster.ca) or calling ext 22885.

## **MDCL 1<sup>st</sup> Floor**

- Room set up requests should be emailed to [meet@mcmaster.ca](mailto:meet@mcmaster.ca) two weeks in advance. Set up/delivery fee will apply.
- Poster boards, easels, tables, and chairs. Please book requests at least two weeks prior to your event, by emailing [meet@mcmaster.ca](mailto:meet@mcmaster.ca).

## **MDCL 2, 3, 4, 5 Floors**

- Room set up requests (furniture and equipment) please complete an online Facilities Services work order weeks in advance. Fees will apply.

## **Audiovisual**

- Requests for audio visual and microphones need to be referred to CAVS. Note: 24 hours' notice is necessary. Bookings can be made on-line at <http://library.mcmaster.ca/cavs/booking>, or by e-mail [equipbkg@mcmaster.ca](mailto:equipbkg@mcmaster.ca) or by phone at ext. 22761.

## **Catering**

- Catering needs should be referred to Paradise Catering ext. x24836 [catering@mcmaster.ca](mailto:catering@mcmaster.ca) or Preferred Catering [preferredcatering@hsc.ca](mailto:preferredcatering@hsc.ca) or call ext. 73549.

## **Teleconferencing**

**University Extensions - HSC 1J8, 1J9A, 3H41A & 4N42, MDCL 2230, 2242, 2243, 2248, 2249**

- General Inquiries: Please contact Anna DiFilippo, ext 21308, Judy Ketsetzis, ext 26100 or email [telecom@mcmaster.ca](mailto:telecom@mcmaster.ca)

**Hospital Extensions - HSC 3A2, 3A3, 3W1 and 4E20**

- Contact Hospital Telecom, Ext 73848

## **External Bookings (covered under separate University Policy)**

(<http://www.mcmaster.ca/policy/building/pufnap.htm>).

External Room booking services are available to staff for personal use, to the general public and outside organizations who are not affiliated with a McMaster University Hospital, University Department or Program;

- Please refer to the "Policy on the use of University Facilities for Non-Academic Purposes (<http://www.mcmaster.ca/policy/building/pufnap.htm>). All external booking requests should be directed to FHS Room Bookings: [bookfhs@mcmaster.ca](mailto:bookfhs@mcmaster.ca) or call ext 22885.

**Ewart Angus Center / Vendor Bookings – (covered under separate policy)**

- External Bookings for the Ewart Angus Center can be made by contacting FHS Room bookings at Ext. 22885 or by email; [bookfhs@mcmaster.ca](mailto:bookfhs@mcmaster.ca).

## Room Rental Rates

### Internal Client

Generally room rates are not charged to internal clients for educational, academic or departmental/program activities directly related to a field of study (exceptions do apply).

An Internal client is McMaster University faculty or staff.

Room rates will be charged to internal clients if a registration or event fee is being charged or the event is being funded externally. If an Internal Client is booking a room for personal use or non - university related activities then rental charges will be applied at **50%** of the current room rate.

### External Client

Full rates are charged to external clients who are defined as individuals or groups with no direct link or university affiliation and for profit organizations. External clients may not reserve regular blocks of space during the academic year. External clients will be required to provide payment 48 hours in advance of using rooms; otherwise the booking will be cancelled.

## Room Rental Rates

Room Capacity of People	Hourly	Half Day	Full Day
Ewart Angus Centre	N/A	\$60	\$120
Lecture Theatre 1A1	\$120	\$250	\$500
Lecture Theatre 1A3, 1A4, 1A5, 1A6	\$50	\$150	\$200
Smartboard Classrooms	\$50	\$100	\$200
Classrooms 1 - 19	\$15	\$25	\$50
Classrooms 20 - 40	\$25	\$50	\$75
Classrooms 40 - 80	\$30	\$65	\$100

### Not For Profit Organizations

- Charge is \$10.00/per hour (i.e. United Way, support groups etc)

### Approved University Committees

- Charge is \$10.00/per hour

### McMaster Student Union Recognized Groups

- Charge is \$10.00/per hour. Payment must be received 48 hours prior to booking or booking will be cancelled.
- Student Groups must complete the EHOSS approval form located at: [http://conference.mcmaster.ca/student\\_booking.html](http://conference.mcmaster.ca/student_booking.html). Students must submit this form along with their room request form together
- Requests must be sent by email. No booking requests will be received via phone or voicemail
- One executive member for each group throughout the year to submit requests using a [mcmaster.ca](http://mcmaster.ca) email address only
- Requests to be submitted 10 (ten) business days in advance of the event
- Student Groups booking on weekends will be charged a housekeeping fee
- No taping of signs, poster or advertisements for events is permitted

- Room Bookings will apply a security fee to student bookings when deemed necessary by University Administration.

### **Furniture and Equipment Rental Rates**

*(APPLIES TO ALL CLIENTS FOR ADDITIONAL ITEMS NOT INCLUDED IN THE STANDARD ROOM CONFIGURATION)*

<b>FURNITURE &amp; EQUIPMENT</b>	<b>RENTAL RATE</b>
Stacking Chair (s)	\$2.00/each
Folding Table (s)	\$10.00/each
Podium	\$20.00/each
Poster Board (s)	\$10.00/each
Flip Chart (s)	\$10/each
Sign /Directional Stand (s)	\$2/each
Coat Racks	\$10/each

### ***Audiovisual Equipment***

Requests and rates for audiovisual equipment and microphones need to be referred to CAVS. Note: 24 hours notice is required. Bookings can be made on-line at <http://library.mcmaster.ca/cavs> or e-mail: [equipbkg@mcmaster.ca](mailto:equipbkg@mcmaster.ca) or by phone at ext. 22761.

*Developed By in Consultation With  
Corporate Services and Education Services, FHS  
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