



**Guidelines for use of the
Farncombe Atrium
in the
Faculty of Health Sciences
McMaster University**

Rev: August 2017

The Atrium of the Faculty of Health Sciences is a unique space designed and intended by the donor, The Farncombe Family, for use by Researchers, Academics and their colleagues for the purposes of quiet reflection, discussion and knowledge translation.

Due to the sensitive nature of this delicate space, use of the Atrium for organized events is limited in terms of both scope and frequency.

Booking

The Atrium of the Faculty of Health Sciences may be booked by all Researchers and Academics of the Faculty of Health Sciences with priority given to the Farncombe Institute.

- The room request form can be downloaded from the Faculty of Health Sciences Corporate Service website (<http://fhs.mcmaster.ca/corporate/index.html>). The form must be completed and returned to this office via email, interoffice mail or fax.

The Contact is:

- FHS Room Bookings Coordinator, Corporate Services, bookfhs@mcmaster.ca.

Terms of Use

By booking the Atrium, you agree to abide by these guidelines. Failure to comply will result in suspension of booking privileges.

- Permission for use of the Atrium for organized events must be secured in advance for a specific time period. Unauthorized use of the space will result in immediate expulsion from the space and potential suspension of booking privileges.
- All events in the space must be staffed, that is, there is a staff member assigned the responsibility for ensuring the space is both prepared for the event and also cleared after the event according to these guidelines.
- At the time of booking, a University account number is required. This will be used in the event of loss or damage to the space and/or its contents.
- The Atrium is available for bookings Monday to Friday during normal business hours.
- Individuals booking the Atrium are responsible for the following:
- When food and/or beverages are to be present at an event, the individual booking the space must arrange post-event cleaning via Crothall Healthcare. This service includes spot clean carpets, cleaning of tables and chairs, removal of trash and cleaning kitchen area. Please note there may be a charge for this service. An email request must be sent to Crothall Healthcare, c/o fiorino@hhsc.ca) and cc'd to FHS Corporate Services (c/o bookfhs@mcmaster.ca). An invoice for this service will be sent directly to the requester of the event.
- For additional and/or unique furniture requests (tables \$10, sign stands \$2, coat racks \$10, etc.), please notify FHS Room Bookings. An account number will be required and a journal entry will be processed with a copy issued to the Requester. Please note that a pre-event meeting may be required to review the layout and with Furniture Moves staff.
- Ensure FHS Room Bookings is aware of any additional break out meeting rooms that may be required during the event.
- Report any loss or damage to the space and/or its contents to Corporate Services, Faculty of Health Sciences or Room Bookings immediately following the scheduled meeting or event.

Food and Beverages

- Catering for the Atrium must be ordered through Preferred Catering (preferredcatering@hhsc.ca) or Paradise Catering (catering@mcmaster.ca)
Liquor licenses can be arranged through catering as well, however a 10 day lead time is required.
- It is the responsibility of the individual booking the room to be present to receive and ensure the removal of any and all prearranged catering and/or furniture rental services. Reception of catering/rental services as well as clean up and removal of temporary furniture or equipment **must be completed** within the time the space has been booked.

Operating Expense

- All expenses for room setup and deconstruction, loss, damage, cleaning, etc. are to be borne by the individual or department to whom the space was booked.

Capacity and Room Details

- The Atrium contains couches, chairs, coffee tables and 2 meeting room tables/chairs. Available as well are 90 stackable chairs for presentations. Present is diverse artificial plant life and a stage and podium with an electronic drop down screen and projector. The audio visual equipment can be accessed through the computer in the podium located on the stage – instructions are provided.
- Capacity – Please verify with FHS Room Bookings

Fire and Emergency Procedures

- For HHS Security call ext. 76444
- For Fire or other Emergency call ext. 5555
- An Emergency Phone is located in front of Blue elevators (on 3rd floor)
- The nearest Fire Hose cabinet is located outside the Atrium, to the right, near the Blue elevator
- The nearest Fire Alarm Pull Station is located outside the Atrium, to the left towards the yellow section. Located in the first hallway on the left beside 3U19.

Summary of Contacts

For booking:

- FHS Room Bookings Coordinator, bookfhs@mcmaster.ca

For cleaning:

- Crothall Site Manager, 905-521-2100 ext.73097 or fiorino@hhsc.ca

For room set-up:

- Furnituremovesmcmaster@hhsc.ca (room set up/take down)
- bookfhs@mcmaster.ca (to request additional furniture or break-out meeting rooms)

For catering:

- Paradise Catering, catering@mcmaster.ca or 905-525-9140, ext. 24836 OR Preferred Catering, preferredcatering@hhsc.ca 905-521-2100, ext. 73904.