

**Guidelines for use of the
Boris Family Boardroom (MDCL 5104)
of the
Michael G. DeGroote Centre for Learning and Discovery
McMaster University**

February 2016

The MDCL Boris Family Boardroom (MDCL 5104) in the Michael G. DeGroote Centre for Learning and Discovery is a prestigious room, designed and intended for meetings by senior administration, researchers, academics and their colleagues for the purposes of discussion and knowledge translation.

Booking

The Boris Family Boardroom may be booked by senior researchers and academics of the Faculty of Health Sciences.

The room request form can be downloaded from the Faculty of Health Sciences, Corporate Services website (http://fhs.mcmaster.ca/corporate/room_bookings.html) This form must be completed and returned to this office via email, interoffice mail, or fax. The contact for booking this Boardroom is the FHS Room Bookings Coordinator, Corporate Services, who can be reached at bookfhs@mcmaster.ca.

Terms of Use

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

- Permission for use of the Boris Family Boardroom 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 meetings 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 chartfield is required. This will be used in the event of loss or damage to the space and/or its contents, including the loss and/or damage to audio-visual equipment.

- The Boris Family Boardroom is available for bookings Monday to Friday during normal business hours.

Individuals booking the Boris Family Boardroom are responsible for the following:

- Desk mats must be used to limit damage to the table. This is especially important under portable computers. After the meeting the mats should be collected and stored on the left side of the credenza.
- Upon leaving the Conference Room at the end of the scheduled session, all lights, screens and audio-visual equipment must be turned off.
- Please report food or beverage spills to FHS Room Bookings as soon possible so that steps may be taken to prevent permanent damage.
- All waste must be placed in the appropriate receptacles and the space must be left in a neat and tidy state.
- Loss or damage to the space and/or its contents must be reported to FHS Room Bookings immediately following the meeting.

Food and Beverages

- Light cold food and beverages are permitted in the Boardroom; however, sit-down meals or buffets are prohibited. Catering may be ordered through Paradise Catering (ext. 24836 or catering@mcmaster.ca).
- 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 services. Reception of catering/rental services, as well as clean up, must be completed within the time the space has been booked. Items awaiting pick-up by a catering service or other (including bulk waste or recyclables) must be placed in the main corridor outside the Boardroom, as these items are not to be left inside the room.

Operating Expense

- Expenses for room setup, additional audio-visual equipment, loss, damage, cleaning, etc. are to be borne by the individual or department to whom the space was booked.

Capacity and Room Details

- The MDCL Boris Family Boardroom contains a 5X16 conference room table, with 15 executive-style chairs. The room is equipped with two 70 inch LCD screens, two video conferencing cameras and two laptop connections at either end of the table. Both HDMI and VGA connections are available for either preference. In addition, there are speakers, microphones for video conferencing and teleconferencing. A touch panel on the table controls all equipment in the room.
- Temporary guest identifications for MacConnect users can be obtained from University Technology Services. They can be contacted by email at uts@mcmaster.ca or 905-525-9140 ext. 24357.
(http://www.mcmaster.ca/uts/email_accounts/macid.html).
- It is the responsibility of the individual booking the space to acquire the necessary A/V training prior to using the audio-visual equipment. Training is provided by the Computer Services Unit (CSU). Please contact batorj@mcmaster.ca, or 905-525-9140 ext. 22821.

Fire and Emergency Procedures

- Please refer to the McMaster University Guidebook for processes relating to fire, medical emergencies, accidents, evacuation and lockdown, etc. When responding to, or reporting an emergency, it is important to know that MDCL falls under the jurisdiction of the University (not the Hospital). For University Security dial “88”. An on-line copy of the Guidebook can be found at:
http://security.mcmaster.ca/campus_emergencies_guide.html
If you are not personally attending the function you have booked, please be sure the host or appointed attendees are aware of the Guidelines.

Contacts

For booking:

- FHS Room Bookings Coordinator, Corporate Services bookfhs@mcmaster.ca
HSC 2E20
Ext. 22885
(Fax) 905-528-4727

For AV expertise:

- Computer Services Unit, batorj@mcmaster.ca Ext. 22821

For catering:

- Paradise Catering, catering@mcmaster.ca or 905-525-9140, ext. 24836.