

**Guidelines for use of the  
Atrium  
of the  
Michael G. DeGroot Centre for Learning and Discovery  
McMaster University**

October, 2010

The Atrium of the Michael G. DeGroot Centre for Learning and Discovery (MDCL) is a unique space designed and intended by the donor, Michael G. DeGroot, for use by visitors to the MDCL for quiet, contemplative reflection.

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 Michael G. DeGroot Centre for Learning and Discovery may be used by the University President and Vice-Presidents for major gift announcements of \$1 million or greater, or an equivalent ceremonial event. It is not available for department, Faculty or alumni events.

Be aware that the room can be uncomfortably cool in the winter, particularly in the evenings, and uncomfortably warm in the summer, and there is no convenient way to manage that issue.

- The room request form must be filled out and emailed or sent to the appropriate office. <http://fhs.mcmaster.ca/deansoffice/documents.html>

Contacts in those offices are:

- Executive Assistant, Office of the Dean and Vice-President, Faculty of Health Sciences, [deanfhs@mcmaster.ca](mailto:deanfhs@mcmaster.ca) or 905-525-9140 ext. 22678;

**or**

- Events Co-ordinator, Office of the President, McMaster University, [presdnt@mcmaster.ca](mailto:presdnt@mcmaster.ca) or 905-525-9140 ext. 23067.

**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 Atrium 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.
- If the event is scheduled to take place outside of normal building hours, it is the responsibility of the individual reserving the space to arrange for Campus Security Services (ext. 88 or 24281) to unlock and re-secure the space as required. For liability purposes, a person responsible for the event is required to remain until security has re-secured the Atrium. The Office of the Dean and Vice-President, Faculty of Health Sciences, should be copied of all correspondence with the Campus Security Office.
- Individuals booking the Atrium are responsible for the following:
  - Posting a notice of temporary closure, including the date and time period, on the Atrium's main entrance doors at least 24 hours in advance of the scheduled event. It is not permissible to tape signs to the Atrium's glassed walls.
  - Ensuring all waste is placed in the appropriate receptacles and the space is left in a neat and tidy state.
  - Reporting any loss or damage to the space and/or its contents to the Office of the Dean and Vice-President, Health Sciences immediately following the scheduled meeting or event.

### **Food and Beverages**

- Catering for the Atrium must be ordered through Paradise Catering (ext. 24836 or [catering@mcmaster.ca](mailto: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 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**

- 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 fixed bench seating, diverse plant life and a waterfall feature.
- It has a capacity for 200 people on chairs or 140 people at tables and chairs.
- Lighting is automatically adjusted by computer to provide a healthy environment for the plants. It is preferred that the waterfall remains on and plant lighting continues as planned, but some adjustments may be made if required. (Sound engineers and media have tested and the waterfall does not interfere with the ability to hear or tape voices in the room.)
- There is no pre-arranged sound, light, podium or audiovisual equipment for the Atrium.

### **Fire and Emergency Procedures**

- Please be familiar with the McMaster University Guidebook for processes relating to fire, medical emergencies, accidents, evacuation and lockdown, etc. It is important to know that MDCL falls under the jurisdiction of the University (not the Hospital) when responding to, or reporting an emergency. For University Security dial “88”. An on-line copy of the Guidebook can be found at:  
[http://security.mcmaster.ca/campus\\_emergencies\\_guide.html](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**

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- or**
- Events Co-ordinator, Office of the President, McMaster University, [presdnt@mcmaster.ca](mailto:presdnt@mcmaster.ca) or 905-525-9140 ext. 23067.

#### For room set-up (including AV):

- Conference & Event Services, [meet@mcmaster.ca](mailto:meet@mcmaster.ca) or 905-525-9140 ext. 24781

#### For catering:

- Paradise Catering, [catering@mcmaster.ca](mailto:catering@mcmaster.ca) or 905-525-9140, ext. 24836.