

**Guidelines for use of the
Michael G. DeGroote Conference Room (MDCL-3002)
of the
Michael G. DeGroote Centre for Learning and Discovery
McMaster University**

March, 2010

The Michael G. DeGroote Conference Room (MDCL-3002) in the Michael G. DeGroote Centre for Learning and Discovery is a prestigious room, designed and intended exclusively for meetings chaired by the President or Vice-Presidents of McMaster University.

Booking

The Michael G. DeGroote Conference Room is for meetings chaired by the McMaster University President or Vice-Presidents. To book the room, approval must be given by either the Office of the Dean, Faculty of Health Sciences or the Office of the President, McMaster University.

- The room request form here 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 or 905-525-9140 ext. 22678;

or

- Events Co-ordinator, Office of the President, McMaster University, presdnt@mcmaster.ca or 905-525-9140 ext. 23067.

Terms of Use

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

- Permission for use of the Conference Room 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.
- 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, including the loss of assigned keys and/or damage to audio-visual equipment. Please note: the loss of a key(s) will entail a charge for re-coring of all Conference Room doors.

- Keys must be signed out by a McMaster employee from the Office of the Dean and Vice-President, Health Sciences (HSC 2E1) during office hours in advance of the scheduled booking.
- All events in the space must be staffed, that is, there is a staff member assigned the responsibility for ensuring the room is both prepared for the meeting and also cleared after the meeting according to these guidelines.
- Individuals booking the Conference Room are responsible for the following:
 - Ensuring that both the Conference Room and accompanying Ante Room are locked whenever unattended or not in use, as well as at the end of the scheduled session.
 - 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 in the left side of the credenza.
 - Upon leaving the Conference Room at the end of the scheduled session, all lights and audio-visual equipment must be turned off and screens (including the projector screen) must be in the 'Up' position. However, the west side blinds should be left down to prevent sun damage.
 - 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 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 Ante Room as these items are not to be left in the Conference Room or the Ante Room.
 - Please report food or beverage spills to the Office of the Dean and Vice-President as soon possible so steps may be taken to prevent permanent damage.
 - All waste must be placed the appropriate receptacles and the space must be left in a neat and tidy state.
 - Assigned keys must be returned to the Office of the Dean and Vice-President, Health Sciences promptly following the scheduled meeting or event. Loss or damage to the space and/or its contents must be reported at this time.

Food and Beverages

- Light cold food and beverages are permitted in the Conference Room, however, sit-down meals or buffets are prohibited. Catering for the Conference Room may be ordered through Paradise Catering (ext. 24836 or catering@mcmaster.ca).

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 Ante room has a coat closet with hangers, two lounge chairs and a side table with telephone (ext. 28651). A white board, which may be used in the conference room, is stored in the closet.
- The Conference Room has a 28' by 8' conference table, 32 executive chairs, a 6' credenza, a lectern and a telephone (ext. 28650). The room is equipped with an audiovisual projector with laptop accessibility, DVD/VCR, audio capabilities as well as VLAN and wireless access to MacConnect.
- 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 done through John Bator of the Computer Services Unit, batorj@mcmaster.ca or 905-525-9140 ext. 22821.

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 and 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
If you are not personally attending the meeting you have booked, please be sure the host or appointed attendees are aware of the Guidelines. McMaster University Guidebooks have been placed next to the telephones in the Conference Room.

Contacts

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

or

- Events Co-ordinator, Office of the President, McMaster University, presdnt@mcmaster.ca or 905-525-9140 ext. 23067.

For AV expertise:

- Classroom Audio Visuals, equipbkg@mcmaster.ca or 905-525-9140 ext. 22761

For catering:

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