



*FACULTY OF HEALTH SCIENCES
ROOM BOOKING GUIDELINES FOR
MCMASTER STUDENTS GROUPS (MSU)*

Booking Process and Guidelines:

- Requests must be sent by email to bookfhs@mcmaster.ca
No booking requests will be received via phone or voicemail
- Charge is \$10.00/per hour. Payment must be received 48 hours prior to booking or booking will be cancelled.
- All Student Groups must complete the EOHSS approval form located at:
http://conference.mcmaster.ca/student_booking.html or <http://studentevents.mcmaster.ca/risk/>
Students must submit the approved EHOSS form along with their room request form together via email.
- One executive member for each group throughout the year is to submit requests using a mcmaster.ca email address only
- Requests to be submitted 10 (ten) business days prior to the event
- Student Groups booking the Ewart Angus centre, and lecture theatres (1A1, 1A3, 1A4, 1A5 and 1A6) after regular business hours will be charged a housekeeping fee
- No taping of signs, posters, advertisements or events is permitted on walls or doors
- 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)

Note: \$25 fee per delivery or set up is applied to all requests

FURNITURE & EQUIPMENT	RENTAL RATE
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

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://www.ltrc.mcmaster.ca/class/classequipform.htm> e-mail: equipbkq@mcmaster.ca or ext. 22761.

Catering

Catering needs should be referred to Paradise Catering ext. x24836

catering@mcmaster.ca or Preferred Catering preferredcatering@hsc.ca or call ext. 73459.

