

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

Booking Process and Guidelines:

- Event approval and completed room request form must both 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.
- Student Groups must first receive event approval via the Student Event Management Portal: <https://studentevents.mcmaster.ca/login?returnUrl=%2Findex>
- 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 on weekends 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 EXTERNAL CLIENTS FOR ADDITIONAL ITEMS NOT INCLUDED IN THE STANDARD ROOM CONFIGURATION)

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

For information regarding MDCL 1st floor audio visual please contact Campus Classroom Technologies (CCT) via email cct@mcmaster.ca or ext. 22761

For information regarding HSC, MDCL 1102 lecture theatre and MDCL 2, 3, 4 & 5 floor audio visual please contact FHS Computer Services Unit (CSU) via email CSU_AVIT@mcmaster.ca or ext. 20848

Catering

Catering needs should be referred to Catering Services, ext. 24836, catering@mcmaster.ca or Preferred Catering, ext. 73549, preferredcatering@hhsc.ca

Community Wall of Distinction
Must be 1.5 ft from panels, do not
lean anything against this wall

EWART ANGUS FLOOR PLAN

DO NOT block Doors

No Set Up Permitted

