

## **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](mailto: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](mailto: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)*

<b>FURNITURE &amp; EQUIPMENT</b>	<b>RENTAL RATE</b>
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 1<sup>st</sup> floor** audio visual please contact Campus Classroom Technologies (CCT) via email [cct@mcmaster.ca](mailto: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 [csuav@mcmaster.ca](mailto:csuav@mcmaster.ca) or ext. 22236

### **Catering**

Catering needs should be referred to Catering Services, ext. 24836, [catering@mcmaster.ca](mailto:catering@mcmaster.ca) or Preferred Catering, ext. 73549, [preferredcatering@hhsc.ca](mailto:preferredcatering@hhsc.ca)

