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

Booking Process and Guidelines:

- Event approval and completed room request form <u>must</u> <u>both</u> be sent by email to bookfhs@mcmaster.ca <u>No</u> 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 csuav@mcmaster.ca or ext. 22236*
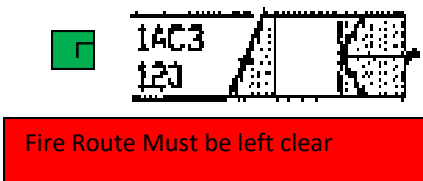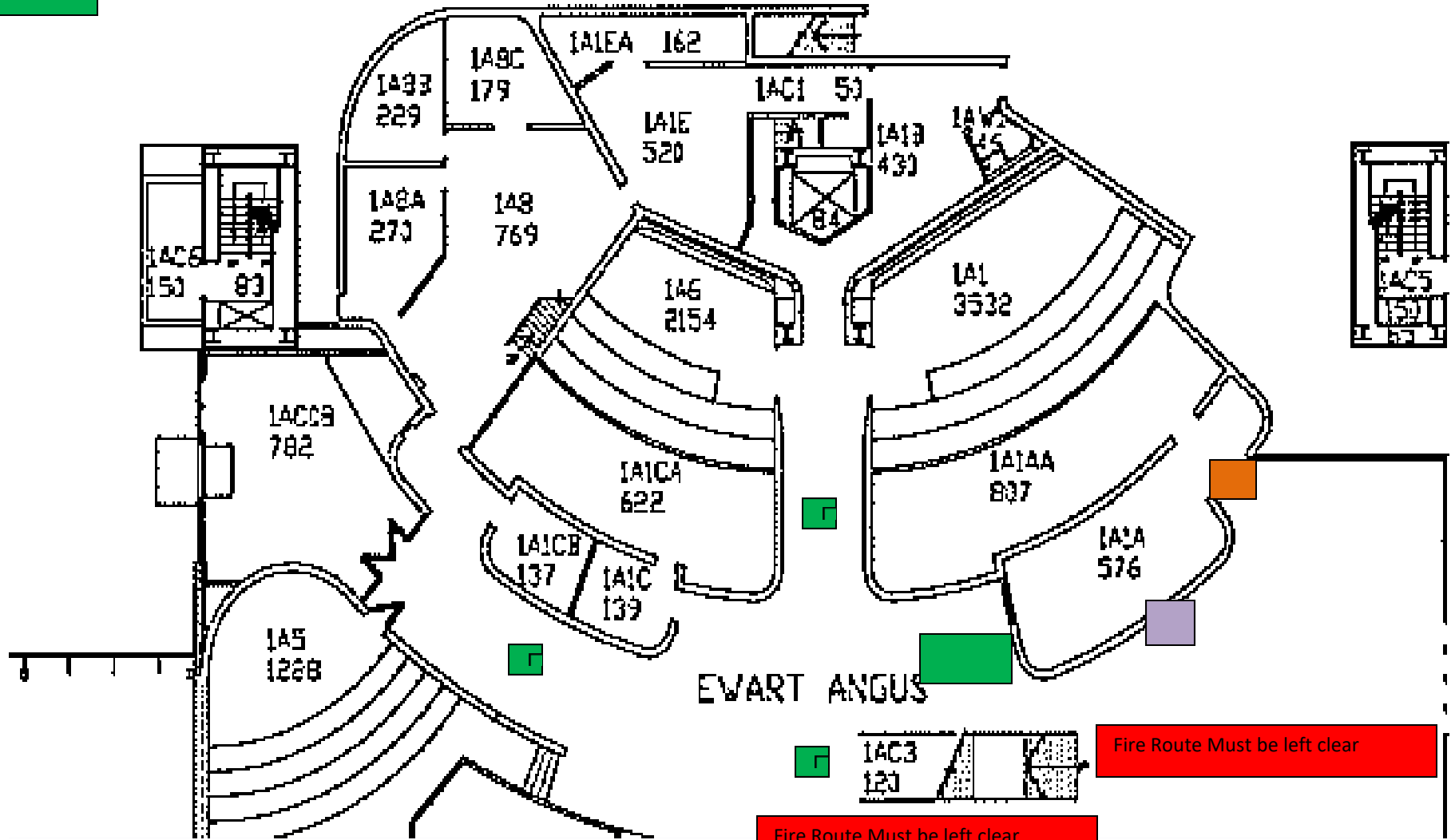
Catering

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

EWART ANGUS FLOOR PLAN

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

DO NOT block Doors

No Set Up Permitted

1A8C
179

1A33
229

1A1EA   162

1AC1   53

1A1E
520

1A13
431

1A8A
270

1A8
769

1AC6
53   83

1A1
3532

1ACC9
782

1A46
2154

1A1CA
622

1A1AA
807

1A1CB
137   1A1C
139

1A3A
576

1A5
122B

EVART ANGUS

Fire Route Must be left clear

1AC3
120

Fire Route Must be left clear

Williams Coffee Pub