

## Space Booking Policy

<b>Office of Accountability:</b>	Health Science Information and Media Service
<b>Office of Administrative Responsibility:</b>	Health Science Information and Media Service
<b>Approver:</b>	Dean, Faculty of Medicine
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### Definitions

<b>Block Booking</b>	Booking several rooms for the same time slot or booking a room for a recurring time slot.
<b>External Group</b>	Outside or non-Memorial University people or organizations, associations, businesses, or government departments and agencies.
<b>Space</b>	All rooms and theatres listed in Appendix A.
<b>User</b>	Person or group requesting to book Space.

### Overview

The Faculty of Medicine (FoM) has the right and responsibility to manage the use of, and access to, its Space. This level of management ensures FoM Space is used responsibly and in ways consistent with its values and priorities. It is imperative that the use of Space does not impact the normal operations of the FoM, particularly academic activities such as lectures, seminars, and working groups related to teaching.

### Purpose

To optimize the effective management and use of Space within the FoM.

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### Scope

All Space in the FoM that is included in the Health Science Information and Media Service (HSIMS) Room Booking System (see Appendix A).

Medical Education and Laboratory Support Services (MELSS), individual office and research Space, the student facilities room (2M214), and the Clinical Learning and Simulation Centre (CLSC) are not covered by this policy.

### Policy

#### **1.0 Management**

1.1 HSIMS is responsible for managing all Space booking requests.

#### **2.0 Guidelines for Space Booking Priorities**

2.1 Rooms should be allocated as per the priority guidelines below:

2.1.1 Priority 1: To support the curriculum needs of the Undergraduate Medical Education (UGME) program, the Postgraduate Medical Education (PGME) program, and all Graduate Studies programs (Applied Health Services Research, Cancer and Development, Cardiovascular and Renal Sciences, Clinical Epidemiology, Community Health, Genetics, Immunology, Master of Health Ethics, Master of Public Health, Neuroscience).

2.1.1.1 Consideration being given to class size, curriculum delivery needs, and the particular needs of students and faculty.

2.1.2 Priority 2: To support FoM activities not listed above, including but not limited to, administrative meetings, student/staff/faculty activities, alumni activities, grand rounds, and conferences.

2.1.3 Priority 3: To support the activities of non-FoM departments and faculties within Memorial University, or Eastern Health.

2.1.4 Priority 4: To support activities of the Regional Health Authorities Central Health, Western Health, and Labrador-Grenfell Health and other external groups. Only External Groups that are registered not-for-profit

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corporations or charities with health related mandates or activities that reflect the mission and values of the FoM and Memorial University are eligible to request Space.

### 3.0 Space Booking Requests

- 3.1 A request does not guarantee approval.
- 3.2 The FoM reserves the right, in consultation with the User, to determine the best location for any Space booking request.
  - 3.2.1 Rooms should be allocated based on group size, equipment needs, and the guidelines for space booking priorities as per section 2.0.
- 3.3 A space booking request for an activity that does not reflect the mission and values of the FoM and Memorial University will be denied.
- 3.4 Misrepresentation or omission of relevant information regarding a booking may result in the cancellation of the reservation.
- 3.5 A request does not automatically include adjacent Space – e.g. a request for 1M101 does not automatically include the Atrium, a request for Seminar Room 2864 does not automatically include the Foyer.
- 3.6 Block Booking requests may be approved based on room availability.
- 3.7 Conflicting booking requests will be resolved by HSIMS based on the Guidelines for Space Booking Priorities (section 2.0) and the resources needed for the Space.
- 3.8 A Space booking request for the atrium must be reviewed and approved by HSIMS Management.
- 3.9 External Groups requesting space must sign a **Use of Space Agreement** and return it to HSIMS before their space booking request can be approved.
- 3.10 A space booking request is not approved until written confirmation from HSIMS is received by the User.

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### 4.0 Use of FoM Space

- 4.1 The User must abide by all fire and safety regulations and other laws and regulations governing the use of Space.
- 4.2 If the furnishings in the Space are rearranged, the User is responsible for returning the Space to its original set up before leaving the premises.
- 4.3 Posters and other materials **are not** to be hung or attached to any surfaces in a booked Space.
- 4.4 A User whose activity will occur outside the hours of 0800 and 1800, or require housekeeping or security, must contact the facilities coordinator to make the appropriate arrangements.
  - 4.4.1 Any costs associated with section 4.4 are the responsibility of the User.
- 4.5 Commercial/for-profit activities are not permitted, with the exception of Medical Sales Representatives selling products which support the delivery of FoM curriculum or research programs.
- 4.6 The use of an **Event Waiver** is required when adults or minors are voluntarily taking part in activities sponsored or hosted by the FoM that may inherently possess risks.
- 4.7 Activities involving alcohol must comply with the [Memorial University Alcohol Policy and its related procedures](#).
- 4.8 Food allergy signage must be displayed in Space where food is being sold or given away, free or by donation.

### 5.0 Fundraising Initiatives

- 5.1 Selling Tickets
  - 5.1.1 The selling of lottery tickets will be considered on a case-by-case basis.
  - 5.1.2 The User must have an appropriate lottery licence.

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### Procedure

#### A.0 Space Requests

- A.1 The User contacts HSIMS by phone: 709-864-6010 or email: [roomsmed@med.mun.ca](mailto:roomsmed@med.mun.ca) to make a Space booking request.
- A.2 HSIMS reviews the Space booking request.
  - A.2.1 HSIMS provides a user requesting the atrium with an **Atrium Request Form** that must be completed and returned to HSIMS.
  - A.2.2 HSIMS provides an External Group User with a **Use of Space Agreement** that must be signed and returned to HSIMS.
- A.3 HSIMS provides the User with a decision regarding the Space booking request by email.
  - A.3.1 For an approved space booking request involving an activity that may inherently possess risks, HSIMS provides the User with a copy of the **Event Waiver** that must be signed by all activity participants.

#### B.0 Changing a Space Reservation

- B.1 The User contacts HSIMS to request a change to the space reservation at least 1 week prior to the scheduled activity.

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### APPENDIX A ROOMS AVAILABLE FOR BOOKING

Room Name	Room Description	Available Room Numbers
Atrium	The glass enclosed three-storied Space adjoining the Clinch Crescent FoM entrance (i.e. the Space that is referred to as 'Main Lobby' on floor plan maps).	There is only one.
Medical School Foyer (HSC)	The Space adjacent to the Health Science Cafeteria and at the top of the staircase that leads to the Health Science Library.	There is only one.
Learning/Seminar Room (HSC and Medical Education Centre)	A room for instruction or meetings; seating capacity 1 to 48.	1J409; 2J549; 2J618; 2J619; 2J705; HSC 2767; HSC 2860; HSC 2862; HSC 2864; HSC 2865; HSC 2866; HSC 2868;  1M109; 1M111; 1M112; 1M113; 1M114; 1M115; 1M116; 1M117; 1M118; 2M200; 2M201; 2M209; 2M114, 2M218, and 2M240.
Learning/Seminar Room (Craig L. Dobbin Genetics Research Centre)	A room for instruction or meetings; seating capacity 1 to 36.	3M101, 3M203, 3M300, 3M626  4M117, 4M118, 4M119  5M100, 5M101
Lecture Theatre	A large room, usually with a raised platform, flat or tiered seats for an audience, used for lectures, ceremonies, etc.	Lecture Theatre A; Lecture Theatre B; Lecture Theatre D; Main Auditorium  1M101; and, 1M102.