

**Application:**

This protocol is applicable to all those booking spaces at the University of Guelph-Humber. This document establishes the appropriate areas for booking events and functions within the University building. The below outlines the steps necessary for booking consent:

**General Booking Rules:**

- All meeting and open spaces are booked by request only and are subject to availability.
- Any booking can be revoked if individuals are not utilizing the space properly.
- Every individual who hosts and conducts events is responsible for returning the space to its original configuration.
- Individuals may request tables and chairs with 48 hours advance notice through Humber College's Facilities department at <http://www.humber.ca/facilities/archibus>. Following the event, the space should be cleared of all equipment and returned to its original configuration. All furniture set-ups must meet government fire and building regulations, and allow traffic to pass.
- Signs and posters are subject to the University of Guelph-Humber posting policy; signs may be affixed to displays and tables that are being used for events and functions. Signs/posters/etc. should not be posted on the walls, concrete columns or plant wall glass.
- Animals are not permitted in the building, with the exception of service animals providing support.
- Tape should not be used on the floors with the exception of Gaffer tape, which may be used for securing equipment wiring.
- Helium balloons are not permitted in the building.
- Physical games and sporting equipment are not permissible in the building.
- There is no custodial service in between bookings; all spaces should be tidied up and if catering has been arranged, please contact the Catering team for clean-up.
- Additional cleaning services must be arranged by parties booking space at their own cost, in particular for events that will result in high traffic and excessive usage of the building, especially washrooms, and after-hours events. These types of events require additional cleaning staff in order to keep the building in its standard condition. Cleaning arrangements can be made by contacting the Facilities Department at Humber College at 416.675.6622 Ext. 4444.
- Additional security services must be arranged by parties booking space at their own cost, in particular for events that require access and monitoring of the building during off-hours, or for parties that require a dedicated officer to monitor their event and guests. These arrangements can be made by contacting the Department of Public Safety at Humber College at 416.675.8500.

## **Guidelines:**

### **GH128 – Art Gallery**

***Capacity: 60 people***

This space is used during the academic year from September-April for the Business Event Management class. During this time, there is no availability for bookings. Bookings are only available between May-August.

All Art Gallery bookings are subject to the Art Gallery Protocol.

### **North Atrium**

***Capacity: 200 people (seated)***

The North Atrium is used for special events and functions. The North Atrium is used mainly throughout the school year by support staff and students for fundraisers, awareness campaigns, elections etc. Staff must note whether they would like the Atrium booked exclusively, otherwise this space is assumed to be a shared space. Students who wish to book this space are subject to the Space Booking Consent form, which provides proof of their space reservation. Every individual who hosts and conducts events is responsible for organizing their own set up and take down of materials and furniture. Events that include external organizations that plan to sell/promote a product or service are to contact the IGNITE Services Director for approval to set up in the Humber Student Centre. The only exceptions that will be made are for IGNITE and approved class assignments with a faculty sponsor.

All Atrium bookings are subject to the Atrium Protocol.

### **GH101 – Boardroom**

***Capacity: 18 people***

GH101 is a standard boardroom that includes a screen and projector - instructions for screen use are provided in the room. A MAC port needed for AV equipment can be found at the front desk, along with a dry eraser and markers. Food and drinks are permissible in this space but all leftovers should be disposed of. Student groups can book GH101 for societies/clubs/IGNITE meetings only after business hours. Students who book these spaces are subject to a Space Booking Consent Form, which they must provide to security before being granted meeting room access.

### **GH110 – Meeting Room/Disability Classroom**

***Capacity: 10 people***

This room is used to accommodate disabled students in the event that the student is not able to access their classroom. If this occurs, GH110 will be offered to the student to attend class virtually. As such, bookings may be bumped from this space as required. This meeting room is equipped with a PC and MAC computer, which can connect via video to classrooms. Due to expensive equipment being located in this meeting room, it is required to be locked at all times and no food or beverages are permitted in this space.

### **GH421 and GH422 – Meeting Rooms**

***Capacity: 10 people***

GH421 and GH422 are located on the 4<sup>th</sup> floor and are for faculty and staff meeting use only. Food and beverages are not permitted in this space. These rooms are equipped with a television and an AV technician can hook up a laptop to project the image on the television screen if requested in advance.

### **GH223 and GH224 – GH Café**

Available for booking only from May-August. Outside of these months, booking requests are to be sent to Don Henriques, Manager of Food Services at 416.675.6622 Ext. 73777 or [don.henriques@humber.ca](mailto:don.henriques@humber.ca). Please note that the use of this space during the academic year is very limited.

### **Classrooms/Labs**

***Capacity: Differs amongst rooms***

All University of Guelph-Humber classrooms are equipped with podiums, projectors and screens. There are various classroom sizes and styles. Capacities vary from classroom to classroom ranging from 40 to 130 occupants. Capacity should be verified when booking the space to ensure the classroom will accommodate the needs of the event. There are various classroom styles including computer labs, large lecture halls, tiered or flat classrooms. Food and beverages are not permitted in the following areas and computer labs: GH301, GH319, GH321, GH322, GH323, GH424, Quiet Study and the Learning Commons. All software programs on the computers are as is, new software will not be accommodated.