

**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 rooms 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.
- The event organizer 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.
- To request the use of the UofGH letters for your on-campus event, you must complete the [booking request form](#) at least two weeks prior to your event.
- 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's tape, which may be used for securing equipment wiring.
- Helium balloons are not permitted in the building, due to the nature of the Atrium design and the equipment associated with the plant wall.
- 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 Humber Catering team for clean-up.
- Additional cleaning services must be arranged by parties booking spaces at their own cost, in particular for after-hours events, and events that will result in high traffic and excessive usage of spaces, like washrooms. Cleaning arrangements can be made by contacting the Humber Facilities Department at 416.675.6622 Ext. 4444.
- Additional security services must be arranged by parties booking spaces at their own cost, in particular for events that require access and monitoring of the building during off-hours, or a dedicated officer to monitor the event. These arrangements can be made by contacting the Humber Department of Public Safety at 416.675.8500

## **Other Guidelines:**

### **GH128 – Art Gallery**

***Capacity: 60 people***

This space is primarily used during the academic year from September-April by the Business Event Management class. The Art Gallery is designed to primarily hold exhibits, so there will be limited activities that may take place inside this area. Requests will only be considered after the third week in the academic semester.

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 fundraiser events, awareness campaigns, elections, etc. Staff must note whether they would like the Atrium booked exclusively, otherwise this space is assumed to be a community shared space. Students who wish to book this space are required to submit a Space Booking Consent form.

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. 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.

### **GH110 – Assistive Ware Room**

***Capacity: 10 people***

This room is used to accommodate students with special needs 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 the equipment in the space, it will be locked at all times and no food or beverages are permitted.

### **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 these spaces. These rooms are equipped with an Owl camera and AV equipment to facilitate hybrid meetings.

### **GH223 and GH224 – GH Café**

Available for booking only from May to August. Outside of these months, booking requests are to be sent to Katie Evans, Manager, Campus Dining & Retail Services at 416.675.6622 Ext. 75350 or [katie.evans@humber.ca](mailto:katie.evans@humber.ca). Please note that the use of this space during the academic year is very limited.

### **Classrooms & Labs**

***Capacity: Differs by room***

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. No new or unauthorized software will be installed on university computers.