Room Furniture and Equipment

- The capacity of 305 York Lanes is 28 people. The room is set up in a square shape (as seen in the figure above) with 12 tables (which are on casters) and three tables placed on the side.

- The room’s primary purpose is for research and for occupants of York Lanes and the York Research Tower. Other units may book this room, if space is available, by contacting Tina Sposato at tsposato@yorku.ca.

- This room must be returned to its original set-up (square shape as seen in the figure above) immediately following your events/meetings. All rooms must be left in a clean condition. At a cost, CSBO will assist with any furniture arrangements provided you put in a request.

- Do not remove any furniture and equipment from the other meeting rooms.

- This room has a built-in computer, projector, screen and DVD player; however, all audio-visual equipment or special equipment set-up should be placed using the Classroom equipment.
ordering system (fees may apply). The Office of the Vice-President Research & Innovation is not responsible for the set up or the operation of the IT equipment. For further information please contact the Instructional Technology Centre (ITC) at ext. 55065.

**Booking the Room**

- For access to the meeting room, you must sign out a key (and swipe card if needed) from the Office of the Vice-President Research & Innovation located on the fifth floor York Research Tower between 8:30 am and 4:30 pm Monday to Friday (by 3:30 pm on Fridays in June, July and August). Please make sure that you lock the door before you leave.

- If you wish to cancel your function, please notify the Office of the Vice-President Research & Innovation as soon as possible.

- If you have external participants at your meeting/event, you are required to submit a Temporary Use of University Space application. The policy and application are available online. Once you have submitted your Temporary Use of University Space form to the Office of the Vice-President Research & Innovation, we will review the form and issue you a permit, once approved. This permit must be displayed at your event.

- Those requesting the use of space are responsible for making necessary arrangements with York University Security, Parking and Transportation Services for any special security services. Costs associated with such security arrangements will be charged directly to the user of the facilities and any financial arrangements must be confirmed in advance of the event.

**Catering**

- If you are hosting a catered event, please make arrangements with the caterer to pick up their items at the end of your event. If you are hosting a catered event on the weekend, you must make arrangements with Custodial Services and your caterer to clean and remove all food articles from the room directly following your event. Meeting rooms in York Lanes are not scheduled for cleaning on the weekends unless special arrangements are made by the unit hosting the event with our Custodial Services Department.

- If you are planning to serve alcohol in any of these rooms, you must follow the University policy governing the sale, service and use of alcoholic beverages on campus. Read the policy online.

_Failing to adhere to any of the above rules and regulations may result in a cancelled reservation and/or cancellation of future room booking privileges._