

Room Booking Procedure

Revised: **March 19, 2019**

005 Atkinson

25 chairs

Hollow Square/Rectangle

A/V: smart board



OFFICE OF THE COLLEGE HEAD

- The role of the staff within the Office of the College Head is to administer room bookings and keys by following College and YorkU procedures and protocols to ensure the Atkinson meeting rooms are maintained to an acceptable level.
- If you experience any difficulties with the meeting room or key on the day of your event, please contact our main desk immediately: 140 Atkinson, 416-736-5233 or internally at ext. 55233.

Our office hours are as follows ...

September - May10: 8:30 am - 4:30 pm, Mondays - Fridays

May 13 - August: 8:30 am - 4:30 pm, Mondays - Thursdays

8:30 am - 3:30 pm, Fridays

As we are a very small office, sometimes there is a need to change our office hours at very short notice or close the office for a period of time. Please visit our website (www.yorku.ca/newcollege) for any early closures before your event.

ROOM BOOKING REQUESTS

- Send your room booking requests by email to newcol@yorku.ca with the following information:
 - Date
 - Start time to end time (add 1 hour before and 1 hour after for any room configurations)
 - Number of people (in case we need to relocate your event due to emergency)
 - Event title
 - Budget number (Staff and Professors only)
 - Your name and telephone number or internal extension
- * Please ensure that you have included enough time before and after your event for set-up, clean-up and reconfiguration of tables and chairs.
- The Office of the College Head will respond with a list of rooms that are available.
- **Staff and Professors:**
Due to past issues, **the room booking will not be confirmed until we receive your budget information.** The link to the TUUS Application form for Academic Units, Internal Departments and Research Units, **if** your event requires it: <http://tuus.info.yorku.ca/using-adhoc-space-university-employees/>
- **Student Groups:**
We will place a hold on the meeting room, then you submit an event request via **YU Connect** for approval by Temporary Use of University Space (TUUS). TUUS requires 14 days' notice.

ROOM KEYS

- Staff & Professors - Room keys will not be released if we have not received the budget information.
- **Student Clubs & Councils - Room keys will not be released if we have not received approval from TUUS.**
- **If your meeting is scheduled to start before 10 am, it is best to obtain the meeting room key the day before.**
- Room keys need to be signed out by the person that booked the room or a named designate, then signed back in by a staff member from the Office of the College Head. Please ensure you have provided the name of your designate to our office via newcol@yorku.ca.
- **Room keys are to be returned immediately after the event.** If your event ends after our regular business hours, we ask that you place the key(s) through the mail slot to the left of the main doors to 140 Atkinson OR return the keys to the Office of the College Head first thing the next morning.
- Lost keys will result in a re-keying charge of up to **\$150 per lock**.
(004 Atkinson has 1 lock, 005 Atkinson has 1 lock, 109 Atkinson has 2 locks.)

ROOM CONFIGURATION – Staff & Professors ONLY

Submitting a Request: Staff & Professors – please use **MAXIMO** to submit your request for a room configuration a **minimum of 10 business days** prior to the event. The ability to complete set-up by the required date is subject to operational priorities and staff availability.

Charges: Room set-up is a chargeable activity; a GL Account is required for this request. Set-ups are performed during regular business hours; additional charges may apply for set-up arrangements after business hours (Monday-Friday 8:00am-3:30pm)

Room Setups:

- It is the responsibility of the user to confirm the availability and suitability of the room reserved prior to submitting a service request.
- Custodial Services perform set-ups using the room's existing furniture (i.e. tables & chairs).
- Custodial Services does not supply extra furniture. Users should ensure that the room is equipped with sufficient furniture to meet the event requirements and desired configuration.
- Custodians will not remove or transport furniture to other locations.
- Custodial Services does not supply table linens, skirting, electrical items, and audio visual or instructional technology equipment.
- Custodial Services will only open and secure doors of spaces that have been identified on the SR within Monday-Friday 8:00am-3:30pm.

Configuration Design: Select **Custom** and attach your preferred room layout from the examples below.

Multiple room set-up requests: Please submit separate/individual SRs for each room set-up request.

Cancellation: It is the responsibility of the user to notify Custodial Services if their event is cancelled. We require 48 hours' notice or applicable charges will be applied. **Please submit a MAXIMO Log for cancellations.**

Need HELP? A copy of the **Service Request User Guide** is available via the **SR Documentation** in MAXIMO.

- If you make changes to the standard layout of the room it is the responsibility of your Event Coordinator to ensure the room layout has been returned to its original state. **Failure to return the room to its original state will result in a Custodial Service Charge to the budget number provided in the original room booking request.**

Please note: Photographs of the original room configuration have been posted inside each room

AUDIO/VISUAL (A/V)

005 Atkinson is equipped with a smart board. **Please do not use white board markers on the smart board!**

- To sign in to this equipment, simply use your Passport York username and password.
- Staff and Professors requiring this A/V equipment must submit the request via the Classroom Equipment Ordering (CEO) form. <http://ceo.yorku.ca/>
- **Student Groups requiring this A/V equipment must email the request to ithelp@yorku.ca with a copy of the TUUS permit, 7 days in advance of the event.**
- If you run into a problem with the A/V equipment on the day of your event, **please call UIT at 416-736-5065 or internally at ext. 55065.** If you have not submitted an official request for the use of the A/V equipment in advance, UIT may not respond to your call and/or response times will vary.
- **Please ensure the computer is shut down properly before leaving the room.**

FLIPCHARTS & MARKERS

Our rooms are not outfitted with flipcharts and markers, please bring your own.

CATERING & CLEANING UP

- Catering must be delivered and picked up within the reserved prep time before and after your event.
- Please do not leave garbage behind (on chairs, tables or floor) as our rooms are sometimes booked back to back.

DAMAGES

- Any damages incurred during your rental period must be reported.
- Repairs will be billed to the budget provided.

ROOM CANCELLATIONS

- If your event is cancelled, please contact our office immediately (416-736-5233 or internally at ext. 55233 or newcol@yorku.ca) so that we can make the room available for someone else.
- **Failure to provide 24-hours cancellation notice will result in a charge of \$100 to the budget number provided in the original room booking request.**

Meeting rooms available in Atkinson:



Harry Crowe, 109 Atkinson
86 chairs
theatre style
A/V: computer, projector & screen



Harry Leith, 004 Atkinson
40 chairs with table tops + 2 Professor chairs
classroom style
A/V: smart board



Room 005 Atkinson
25 chairs
hollow square/rectangle
A/V: smart board