

## **LRW 2001 Meeting Room Guidelines**

### **Capacity & Room Details**

Room Capacity – 30

### **Room Bookings**

Room bookings can be made by contacting [lrw2001@mcmaster.ca](mailto:lrw2001@mcmaster.ca) or ext. 24416. When booking, please provide the name of the contact person and the department who will be responsible for the room. Please remember to book enough time for set up.

### **Keys**

Please pick up the key from Maxime Dagenais, LRW 2005 or Aurelia Pinto, CNH 619 and return the key after your event. If your event is after hours, please return the key the next day before 9:00 a.m. Please ensure the room is locked when you leave. You will be responsible for any damages caused in the room for failure to lock the door behind you.

### **Set Up**

Standard set up for the room has the tables in a large square format with the chairs around the outside of the tables. You are responsible for putting the room back to this set up. The tables are on wheels and can easily be moved or folded. If you require assistance, Maxime Dagenais, LRW 2005 will show you how the tables fold, but will not set the room up for you.

### **Food**

Food is allowed, but please make arrangements for clean-up. There is no liquor license for this room.

**Sit-down meals or buffets of any size are strictly prohibited.**

### **Usage**

This room is for academic use only.

### **Priority is given to:**

- Wilson Institute for Canadian History
- Faculty of Humanities
- Other Faculties

We will make every effort to honour advanced bookings, but we reserve the right to cancel a booking should the Faculty of Humanities require the room.

### **If available, the following types of meetings are suitable:**

- Department Meetings
- Talks/Lectures
- Academic Workshops

### **LRW 2001 is NOT to be booked for:**

- Classrooms
- Examination rooms
- Registration
- Vendor Fairs
- Student groups
- Receptions

### **Expenses**

Any expenses for room set-up, audio-visual equipment, damages, cleaning, etc. are to be borne to the requester. When booking, please provide the name of the contact person and the department who will be responsible for the room.

### **Agreement**

You are responsible for ensuring that the room is left in a neat and tidy state. All garbage and recycling are to be placed in the appropriate receptacles.

Failure to comply with these Guidelines will result in a withdrawal of booking privileges.

**By booking the room, you agree to these Guidelines.**