

Booking of Rooms	
Origin: School of Occupational Therapy	Location:
Developed: May 15, 2007	Reviewed: June 1, 2007
Revised:	
Governing Authority: COW, Director, Administrator	Date of Approval: December 4, 2008 COW
References:	
Corresponding Policy: *	

Responsibility of: Administrative Coordinator

Faculty, Staff and Students may sign out use of rooms.

Procedure:

1. Check at the office reception desk for availability of a room. Faculty and Staff can also check room availability from their office using Meeting Maker. Anyone from the Main Office can book the room for you. **Teaching related bookings always have priority.**
1. Rooms available for booking by students outside of class time are: 213, 219, 201 Outer, 218B, G54, G55. Keys must be returned to the main office at the end of the day. Room 208 is also available for OCCU 6000 students to make phone calls.
2. Rooms booked for Occupational Therapy Committee meetings, External Group meetings, etc are dependent on room availability. These rooms are: 213, 219, 201 Inner and Outer, 218B, G54, G55, 205, 322.
3. Rooms 201, 205, 213, 219, 218B, 322 have built in data projectors or television screens for projection. Only Rooms 213 and 219 have computers. Laptops, if required must be booked through the Main Office for any of the other rooms.
4. Room 205 is the suggested room for meetings requiring teleconference calls. Please book the teleconference equipment through the main office when booking the room and check with the Technician for the teleconference instructions. Any teleconference calls for research purposes must be charged to research grants so give the Technician your grant number when booking the teleconference.
5. Users are responsible for arranging the room and returning it to its original condition after use.
6. The staff lounge is reserved for designated purposes and is not suitable for meetings.