

Room Bookings

Effective:
Last Updated: 03/21/2017

PREAMBLE

All of our residences have large common rooms or meeting rooms that are available to use for programming events or group meetings. It is important that you reserve these spaces in advance so that no events are planned in the same space at the same time.

POLICY

Given that all common rooms in residence are considered public areas, it is important that the room is used properly so that it can continue to be used by the residence community. Please leave the rooms in the same condition that they were found in (i.e. dispose of garbage, original placement of furniture). You may receive a bill from the Facilities Management if extra cleaning is required to restore the room after its use.

PROCEDURE

Students and student leaders living in Residence are able to book the following spaces, based on their building:

Alumni House	<ul style="list-style-type: none"> • Ross. B Willis Common Room
Delaware Hall	<ul style="list-style-type: none"> • Main Lounge (MOLO) • Formal Lounge (FOLO)
Elgin Hall	<ul style="list-style-type: none"> • Main Lounge • Room 110 • Academic Cafe
Essex Hall	<ul style="list-style-type: none"> • Main Lounge (Dining Hall) • Academic Cafe
London Hall	<ul style="list-style-type: none"> • Room 100 • Rooms 231, 232, 233A/B
Medway-Sydenham Hall	<ul style="list-style-type: none"> • Main Lounge • Medway Formal Lounge (Flounj) • Thomas L. Hoskin Library
Ontario Hall	<ul style="list-style-type: none"> • Main Lounge • Media Room • Classroom (needs RM approval)
Perth Hall	<ul style="list-style-type: none"> • Main Lounge

	<ul style="list-style-type: none">• Fireside Lounge• Activity Room• Dining Hall (needs RM approval)• Room 164 (1N meeting room)
Saugeen-Maitland Hall	<ul style="list-style-type: none">• Main Lounge

All questions about **Room Bookings** can be forwarded to the Residence Manager.