

Room Bookings

Last Updated: 03/01/2018

PREAMBLE

All of the 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 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) Academic Café
Elgin Hall	<ul style="list-style-type: none"> Main Lounge Room 110 Dining Hall
Essex Hall	<ul style="list-style-type: none"> Main Lounge (Dining Hall) Academic Café
London Hall	<ul style="list-style-type: none"> Room 100 Rooms 231, 232, 233A/B, 234
Medway-Sydenham Hall	<ul style="list-style-type: none"> Syd 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• 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• 1, 2, 3 Unit Lounges

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