# Policies, Procedures and Guidelines

## Complete Policy Title:

Policy & Procedure for Booking Faculty of Social Science Rooms in LR Wilson Building

## Approved by:

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## Policy

This policy and procedure aims to ensure efficient and responsible use of Faculty of Social Sciences (FSS) facilities in LR Wilson building, maintaining the integrity and availability of resources for academic and administrative activities.

The Dean’s Office oversees room bookings for the FSS within the LR Wilson (LRW) building for academic and administrative purposes. This policy covers the following rooms in LRW:

* 1003 – capacity 40
* 1055 – capacity 108
* 1056 – capacity 48
* 3001 – capacity 30
* 5001 – capacity 30
* 3043A & 5027A – capacity 8

Further information for these rooms can be found [via our MacVideo instructional videos](https://www.macvideo.ca/playlist/details/1_1qluhq9v/categoryId/168494501):

Individuals wishing to book these rooms are encouraged to [check availability on the Room Booking Portal](https://rooms.mcmaster.ca/portal) prior to sending a request.

Non-Social Sciences groups (excluding student groups) seeking to book FSS rooms in LRW will incur charges for AV equipment setup and access arrangements.

## Procedure

### Booking Process

* Anyone wishing to submit a booking request for FSS rooms in LRW should send an e-mail to ssrooms@mcmaster.ca, with the following information:
	+ Identify the requesting group
	+ Contact name and e-mail
	+ Specify the desired room(s), date(s), and time(s) required for the booking.
	+ Provide an account#/chartfield# to which charges for AV setup and access can be billed if booking for a group that is **not** a McMaster University student group and is not affiliated with the Faculty of Social Sciences.

Requests will receive responses within two business days.

Requests made with less than two weeks’ notice may not be honoured.

### AV Equipment and Access Arrangements

* Upon confirmation of the booking, the FSS IT team will reach out to the contact provided to arrange a demonstration of AV equipment setup.
* Access to the room will be facilitated either by providing a loaner key card or activating the requester's employee card through Security Services.

### Responsibilities of the Booking Group

* Ensure that the instructor podium and cabinet remain in place, and that room furniture and whiteboards are returned to their original positions after use.
* All AV equipment must be powered off at the conclusion of the session/workshop.
* Use only erasable whiteboard markers on whiteboards.
* Lock the room if the session/workshop ends after 4:30pm.

### Specific responsibilities for Active Learning Rooms (LRW 1055 & 1056):

* No food or drink service, including liquids (ex. paint), is permitted.
* Wireless microphones must be turned off and returned to the lockable cabinet.
* Return whiteboard markers to the lockable cabinet after use.

### Specific responsibilities for LRW 1003, 3001 & 5001:

* No food or drink can be set up on the Credenzas at the back of LRW 1003, 3001 and 5001.
* Ensure that the sit/stand table remains in place in LRW 3001 and 5001 as its location is dependent on access to power for use.

### Damages and Violations

* Any damage to the room or equipment, or failure to comply with the above conditions, will result in additional charges.
* Charges will vary based on the severity of damage, loss of equipment, or failure to return furniture to its original location (beginning at $200 per booking) and may result in a refusal to book for the same group in future.

### Specific Booking Restrictions and Priorities

* LRW 1003 is unavailable for bookings during the following events:
	+ May@Mac
	+ Level II Program Fair
	+ Last two weeks of August and the first week of September (except for MSSS "Welcome Week" activities).
* LRW 1003 (the Community Room) will not be booked for regularly scheduled classes.
* All course booking requests for Fall/Winter FSS graduate courses must be submitted annually by July 15.
* LRW 3001 and LRW 5001 booking requests for the upcoming academic year are processed after receiving all graduate course room requests.
* Non FSS booking requests can be processed after August 10th for the following academic year (e.g. after August 10, 2024, for September 2024-August 2025).

### Schedule of fees for non-student or non-Faculty of Social Sciences users:

* For 1055, 1056 & 1003
	+ Up to 3 hours: $250
	+ Per full day: $400
* For 3001 & 5001
	+ Up to 3 hours: $150
	+ Per full day: $300
	+ For 3043A & 5027A, there will be no charge unless the requestor damages equipment or fails to leave the room as they found it and a chartfield will be requested at the time of booking these rooms.
	+ In exceptional circumstances where paying a fee would cause undue hardship, please contact ssrooms@mcmaster.ca.

**Note:** a portion of booking revenue for LRW 1055 & 56 will be transferred to CCT annually to recognize the technology investments made by that group.

Please contact ssrooms@mcmaster.ca for any questions related to this policy or room booking help.