Guidelines for Room Allocation on the Bannatyne Campus

The following procedures are set in place to optimize all academic space available on the Bannatyne Campus with a focus on academic and curricular activities. Booking allocations are completed in a way to provide the most efficient and effective use of the space. This includes considerations towards Audio Visual requirements and expected attendance of the event in question.

1. **Key Definitions:**

1) **Optimization**
   A series of algorithms used to match course delivery needs with classroom capacities and features throughout the campus

2) **Academic Curricular Courses**
   This includes any courses that are identified with course numbers and scheduled first in Banner, before the Optimization process can begin

3) **Academic Events**
   Events with an academic scope, open for participation by students, but are NOT scheduled in Banner. Examples include but are not exclusive to: Orientation, speakers/guest lecturers, Research Days, Grand Rounds, Bug Days, Convocation, and Inaugural Ceremonies

4) **Non Academic Events**
   All other types of event activity that is booked into Astra Scheduler. Examples include meetings, workshops, homecoming, information sessions, exams (if they have not been scheduled in Banner), CPD exams, conferences, receptions, and luncheons.

2. The following academic events have been deemed priority in the order indicated below and are to be scheduled into the Astra Scheduler System prior to the completion of the optimization of classroom space for all curricular academic courses (through the Optimization Process).

1) Grand Rounds
2) Annual Events: (in no particular order)
   Research Days/Symposium, CCA (Continuing Competency & Assessment) Bannatyne Series, Bug Days, Discovery Days, BSc Med Dissertation, Convocation, Inaugural, Orientation, Faculty Mentorship Events, Rich Man Poor Man, Biomedical youth Program events, TIPs, GI Symposium
3) Exams *required to take place in Theatre A
4) Academic Days/Academic Half Days
5) Edge of Science Seminars
6) Immunization clinics
7) ATLS (Advanced Training Life Support) course
8) Senate Committee Meetings
9) Hicks lab data and journal presentations
10) Regenerative Medicine group member lab meetings
3. All academic curricular courses (during regular operating hours) will be booked through the Optimization process conducted through the Registrar’s office. This includes all curricular events scheduled into the Banner system.

4. After the optimization, all non-academic related events (departmental meetings, social/community events, etc.) may be scheduled into Ad Astra through the appropriate room booking coordinator. Please refer to the list of bookable spaces found on our room-booking website [http://umanitoba.ca/faculties/medicine/bookings.html](http://umanitoba.ca/faculties/medicine/bookings.html) for information regarding individual spaces, as well as contact information for booking coordinators.

5. The following requests can receive a response at any time throughout the year without restrictions:

   1) Any events requested on a weekend (Saturday and/or Sunday) or in the evening (5:00pm or later)
   2) Any event requesting space not part of optimization:
      - Brodie Atrium and Mezzanine
      - Buhler Atrium
      - Joe Doupe Concourse
      - J.A. Hildes Concourse
      - 403 & 404 Brodie
      - Chown A106, A206, A207, A315, A335, A384, A408, A435, A461 and A474 (After 5:00 pm card access only for all the Chown rooms)
      - BMSB 540, 540A, 540B (not available after 5:00pm)

6. Should there be a conflict regarding two events requesting the same space, please do not contact the group yourself. Please contact the room booking coordinator from that College were the room belongs to and have them contact the other group to inquire on your behalf if any arrangement could be made for them to use another room.

7. Should you discover that you no longer require the requested space, please contact the room booking coordinator via email with reservation number as soon as possible to cancel, and free up the space. Please include the reservation number of the booking.

   **Seminar Room Policies**

1. **Facility**

   These facilities are available for use by faculty, staff, medical residents, graduate student or students from any of the Colleges within the Rady Faculty of Health Sciences, Dental Hygiene, and Master of Physician Assistant Studies. Staff of HSC, WRHA, U of M Libraries, University of Manitoba Administration Offices, as well as other affiliated groups such as CancerCare, Heart & Stroke, etc. may also use them. This space is also available to external renters for a fee.

2. **Availability and Bookings**

   2.1 Seminar/Board rooms are available on a first come first served basis.
2.2 Faculty, staff and students may book room up to one year in advance. Rooms may be booked for any length of time subject to availability. Requests will be accepted only through our online room booking form. If within 48 hours an email is then required as, the online form will not work. The email should contain the same information to as the form. 

Here is the link to the Room Booking Web page.
http://umanitoba.ca/student/records/roombooking/Step_1.html

2.3 If a group does not show up within fifteen minutes of the start time to their reservation, then the room will be made available for others to book the space.

2.4 Room can only be booked **one year** in advance. (Grand Rounds are the exception to this rule)

3. **Food & Refreshments**

3.1 Food is permitted in the seminar rooms & boardrooms. Food is **NOT** permitted inside Theatre A, B, or C.

3.2 No alcoholic beverages are permitted except for University of Manitoba organized functions

3.3 Aramark/ Dining Service has a Catering waiver that must be filled out in order to offer them first right of refusal and provide a mechanism to track and approve any and all non-Aramark/Dining services providers at the U of M. This program mirrors the Fort Garry program and is currently $25.00 at the Bannatyne Campus. These forms are available at our Dining Services office I22 Brodie Centre.

4. **Other responsibilities of the person or people booking the room/space**

4.1 Rooms must be left clean by the users including placing garbage into receptacles, wiping up any spills, and cleaning off white boards. Leftover food and/or food containers must be cleaned up or arrangements to have this done is the responsibility of the group using the space.

4.2 If the furniture is moved/reconfigured, it must be returned to the original placement within the room/space in which it was found.

5. **Damage and Liability**

5.1 A group that does not show up for more than two advanced bookings, damages or soils the room or equipment, removes equipment or furniture, uses unapproved markers on white boards, and/or leaves excessive garbage in addition, food wastes may lose their booking privileges for the remainder of the academic year. This may be reported to their respective Dean or Department Head for disciplinary action, and they will be held responsible for any repair, painting or replacement costs.

5.2 The University of Manitoba Rady Faculty of Health Sciences is not responsible for the loss or damage to any personal items left in a seminar/board/classroom.