

SEMINAR ROOM POLICY

1. FACILITY

These facilities are available for use by faculty, staff, medical residents, graduate students or students of the Faculties of Medicine, Dentistry and Pharmacy, the Schools of Medical Rehabilitation and Dental Hygiene, and the Physician Assistant Education Program. They may also be used by staff of the Health Sciences Centre, Winnipeg Regional Health Authority, UM Libraries, and University of Manitoba Administration (including offices of the President, Vice-Presidents, Human Resources, IST).

2. AVAILABILITY AND BOOKINGS

- 2.1 Seminar rooms are available on a first-come, first-served basis. Advanced booking is not required if a seminar room is available for the time requested.
- 2.2 Groups of two or more are eligible to make bookings. Seminar rooms cannot be booked for individual study.
- 2.3 Faculty, staff, and medical residents may book rooms up to six months in advance and may request recurrent (i.e., daily, weekly, monthly) bookings. Rooms may be booked for any length of time subject to availability. Requests will be accepted in person or by phone, fax, web form, or email. All recurrent bookings should be directed to the Office of the Dean Room Bookings Coordinator.
- 2.4 If a group does not show up within fifteen minutes of their advanced booking time, or if only one person is using a room, then the room will be considered available and the occupants may be asked to vacate if there is heavy demand for seminar rooms.

3. FOOD & REFRESHMENTS

- 3.1 Food is permitted in the rooms provided that beverages are in a cup or bottle with a lid and that food items are not greasy or messy and do not have strong odors. Acceptable foods are donuts, muffins, granola bars, cheese and crackers, sandwiches, yogurt in small containers and fruit and veggies. Unacceptable foods include soups, stews, pizza, French fries, hamburgers and curries. No kettles, coffee makers or electric devices used to heat foods such as hotplates, toasters, and electric woks are permitted. No alcoholic beverages are permitted except for University organized functions.
- 3.2 Rooms will be left clean by users including placing garbage into receptacles, wiping up any spills, and cleaning white board walls. Leftover food and/or food containers must be removed upon leaving.
- 3.3 If furniture is moved it must be returned to the original condition in which it was found.

4. DAMAGE AND LIABILITY

- 4.1 A group that does not show up for more than two advance bookings, damages or soils the room or equipment, removes equipment or furniture, uses unauthorized markers on white boards, and/or leaves excessive garbage and food waste may lose their booking privileges for the remainder of the academic year, may be reported to their respective Dean or Department Head for disciplinary action, and will be responsible for any repair, painting or replacement costs.
- 4.2 The University of Manitoba's Faculty of Medicine is not responsible for loss or damage of any personal items left in a seminar room.