

Room Booking

(Calumet and Stong Colleges)

Room Booking

Office of the Master

Location: 301 Calumet College

Office Hours: Monday to Friday, 8:30am – 4:30pm (and 3:30pm on Friday's in June, July & August)

OFFICE OF THE MASTER

- ❖ The Office of the Master is responsible for the following rooms:
 - 129 Calumet College
 - 214 Calumet College
 - 101 Stong College (Master's Dining Room)
 - 111 Stong Junior Common Room - only available for booking weekdays after 5pm
 - 201 Stong College (Sylvester's) – limited availability
 - 309 Stong College (Steve Dranitsaris Room)
- ❖ The Office of the Master will administer room bookings and keys by following Calumet College, Stong College and YorkU procedures and protocols and ensure that our meeting rooms are maintained in good condition.
- ❖ If you experience any difficulties with the meeting room or key on the day of your event, please see the Receptionist in the Office of the Master, 301 Calumet College or call 416-736-5132.

ROOM BOOKING REQUESTS

- ❖ Room booking requests are to be made via MachForm at the following link:
<http://health.apps01.yorku.ca/machform/view.php?id=138752>
- ❖ Please ensure that you have included enough prep time before and after your event for set-up, clean-up and for reconfiguration of tables and chairs. If the layout of the room is changed for the event, then make sure to put it back in its original layout.
- ❖ Submit a temporary use of university space (TUUS) form. Until your TUUS form is approved, we will put a hold on the meeting room for you. You can submit the TUUS application through the YU Connect link - <https://yorku.collegiatelink.net/>
 - For internal employees: TUUS form is required to be filled out when: catering and rentals are used from an external agency, and when a guest speaker is invited. When in doubt whether TUUS form is required or not, please do fill it out and TUUS office will inform if it is required for your event or not.

CANCELLATIONS

- ❖ If your event is cancelled, please contact our office immediately (ext. 55132 or ccscbook@yorku.ca) to notify us.

ROOM KEYS

- ❖ Keys can be picked up from 301 Calumet College. If no one is available, you can pick up the keys from 314 Stong College.
- ❖ Should your meeting/event be scheduled prior to 9am, you must obtain the meeting room key the day before by 4:00pm ideally.
- ❖ Room keys need to be signed out by your representative upon pick up and signed back in upon return by Office of the Master staff.
- ❖ The representative who signs out the key will need to leave their student identification card with the staff. Your ID card will be given back to you once you have returned the key.
- ❖ Room keys are to be returned immediately after the event. If your event ends after regular business hours (see above), we ask that you return the keys first thing the next morning.

- ❖ Some rooms have lock boxes on the door knobs that carry that room's keys. These can be unlocked by entering a code. Team Leaders and Work-study students can obtain the code from the Student Success Coordinators.

ROOM CONFIGURATION

- ❖ Room Configuration - If you require the room set up to be different than the default configuration, a Service Request will need to be made at your own expense to facilities and the room must be returned to its original state when your event is completed which may require a separate Service Request.
- ❖ It is the responsibility of the Event Coordinator to ensure the room layout has been returned to its original state.

CLEANING UP

- ❖ Please ensure that the space is returned back to its original state and tidied before you leave. Do not leave garbage/food behind in the room (on chairs, tables or floor) and clean out the garbage bin before leaving, if used.
- ❖ If you require additional garbage bags, please make arrangements by contacting Facilities at extension 22401.

See the link to place Service Requests (room set-up, Cleaning, Maintenance)

<http://www.yorku.ca/csbo/requestform.html>

BOOKING OTHER SPACE ON CAMPUS

- ❖ Student clubs: See information on SCLD's website on how to book other space on campus <http://studentclubs.scl.d.yorku.ca/use-of-space/>
- ❖ Guidelines from TUUS - <http://tuus.info.yorku.ca/instructions>
- ❖ Space description - <http://tuus.info.yorku.ca/space-description/>

Catering

- ❖ If your event will take place in the Stong Master's Dining Room (MDR – room 101), Aramark holds the contract to cater in this space, no outside catering is allowed.
- ❖ Catering orders need to be placed by the Event Coordinator at their own expense.
- ❖ Link to place catering order through Aramark <https://yorku.catertrax.com/index.asp?intOrderID=&intCustomerID=>
- ❖ List of other On-Campus Caterers: <http://foodservices.info.yorku.ca/catering>

Audio/Visual (A/V) Equipment

- ❖ None of the spaces in Calumet College and Stong College are outfitted with A/V equipment. A separate ITC request will need to be made to order any equipment you might need for your event.
- ❖ Steps to Order A/V Equipment:
 - 1) Receive event permit from Temporary Use of University Space (TUUS)
 - 2) Forward permit with your request for equipment via email to ithelp@yorku.ca
 - 3) Equipment must be ordered 7 days in advance of event
- ❖ Issues with A/V equipment on the day of your event should be directed to ITC at ext. 55065

For more information on Policies of booking space, please see: <http://tuus.info.yorku.ca/policies-and-procedures/>