



Policy Name <b>CONFERENCE ROOM BOOKINGS</b>	Policy Number: <b>2011</b>
	Effective Date: <b>February 15, 2006</b>
Approved By: <b>Management Committee</b>	Date Revised: <b>September 15, 2009</b>
Classification: <b>Property</b>	Page No: 1 of 2

## **POLICY**

Conference rooms 'A' and 'B', as well as the Chapel and the Dining are available for all Hospice business. The rooms' use policies are outlined in this document; please review these carefully and make reservations according to the following procedures. Extreme and/or consistent failure to abide by these policies may result in the denial of use of the conference rooms.

Set-up and clean-up is the sole responsibility of the individuals and groups using the rooms and should be factored into the reservation period; the clean-up, along with returning furniture, blinds, etc., to their original arrangement, must be done immediately following the event. A maintenance Requisition can be submitted for set-up and clean-up of any large events if required. Any event running long and inconveniencing another group will be interrupted. The Salvation Army Agapé Hospice is not responsible for any personal items left, lost, or stolen in the conference rooms.

All rooms are available from 08:00 a.m. to 16:00h, Monday through Friday, excluding holidays. Any use of the rooms outside of these hours must be specially arranged and individuals and groups using the rooms will take responsibility for obtaining and returning a key and locking the room.

If a reservation is no longer needed, please cancel as early as possible so that others may use the room.

### **Audio Visual Equipment**

If you require audio visual equipment along with your room booking you will be required to complete a Audio Visual Equipment Booking form and submit it to Reception. (see policy 0944)

### **Food Services**

If you require food services along with your room booking you will be required to complete an event requisition form and submit it to the Food Services Department. (see policy #)



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**THE FOLLOWING ROOMS ARE AVAILABLE FOR BOOKING;**

**Conference Room 'A'** *seats max 20 for meetings*

This room is equipped with a wall mounted whiteboard and flipchart mount, Television/VHS/DVD, Internet access. Additional AV equipment is available if necessary. To reserve this room contact Reception at ext. 221 or externally by calling during office hours (08:00 – 16:00 h Monday - Friday) at 403-282-6588.

**Conference Room 'B'** *seats max 10 for meetings*

This room is equipped with a wall mounted whiteboard. Additional AV equipment is available if necessary. To reserve this room contact Reception at ext. 221 or externally by calling during office hours (0800 - 1600 h Monday - Friday) at 403-282-6588.

**Chapel** *seats max 75 for meetings or special events*

This room is equipped with a pull down screen, podium and public address system, stereo system with CD/Cassette. Additional AV equipment is available if necessary. To reserve this room contact Reception at ext. 221 or externally by calling during office hours (08:00 – 16:00 h Monday - Friday) at 403-282-6588.

**Dining Room** *seats max 75 for meetings, meals or special events*

AV equipment is available if necessary. To reserve this room contact Reception at ext. 221 or by calling the Hospice during office hours (8:00 - 4:00 pm Mon. - Fri.) at 403-282-6588.

**PROCEDURE**

**Booking**

You may book a conference room through the Receptionist via email or by calling internally to Ext. 221 or by calling externally to 403-282-6588. You can also book through Microsoft Outlook.

**Cancellation**

If you no longer require a booked room, please inform Reception as soon as possible.