



ATAC Meeting Rooms

Category: Space and Property;

Jurisdiction: Vice President, Administration and Finance;

Approval Authority: Executive Team;

Established on: November 1, 2003;

Amendments: June 2016.

PURPOSE

The purpose of this Policy is to establish the guidelines governing the use of the five meeting rooms located in the Advanced Technology and Academic Centre (ATAC):

AT5035 - a large multimedia Board Room located on the 5th floor with a capacity for approximately 28 persons

AT5036 - a meeting room located on the 5th floor with a capacity for approximately 30 persons

AT5033 - a meeting room located on the 5th floor with a capacity for approximately 15 persons

AT5037 - a meeting room located on the 5th floor with a capacity for approximately 15 persons

AT3004 - a multimedia meeting room located on the 3rd floor with a capacity for approximately 20 persons

These facilities contain equipment and furnishings of a costly nature, and the University must exercise care and diligence in the use of these facilities in order to protect this substantial investment.

SCOPE OF ACTIVITIES:

The use of these rooms will be limited to official University business - committee/department meetings, workshops, training sessions and presentations. These facilities will not be available for club meetings, social functions, informal gatherings, commercial business purposes, or for any other activity which is not deemed suitable. The use of the meeting rooms for student organizations, conference groups, agencies and associations or the public will be on an exceptional basis only.

RESERVATION REQUEST:

Faculty, staff and students can make a request by completing this [Request Form](#) or by emailing schedule@lakeheadu.ca.

If food service is required for a meeting in AT5035, both the meeting room and an adjoining room, AT5037 or AT5033, must be reserved at the same time.

ACCESS TO ATAC MEETING ROOMS:

ATAC meeting rooms remain locked when not in use. In order to gain access to these rooms, keys must be signed out at Security Services prior to the start of a confirmed booking. A piece of identification must be left with Security Services. It is essential that the key be returned at the end of a booking. Identification will be given back to the user at this time.

FOOD AND BEVERAGES:

In order to protect the University investment in equipment and furnishings, and to assist in keeping these meeting room facilities clean, the consumption of food and beverages will be restricted as follows:

- cold food (e.g. fruit, sandwiches, muffins, cookies, etc.) may be set up and consumed in AT5033 or AT5037, i.e. adjoining rooms to AT5035;
- beverage service may be set up and consumed in AT5033 or AT5037. Cold beverages must be in containers that can be re-closed (screw tops). Hot beverages must be in

lidded containers. Only water in spill-proof drink containers may be consumed in the Board Room;

- any food and beverages in AT3004 as per the above must be set up and consumed as far away from the meeting table as possible.

REVIEW:

This policy will be reviewed by the Vice-President (Administration & Finance) within five years to ascertain if any amendments are necessary.

Review Period: 5 years;

Date for Next Review: 2022-2023;

Related Policies and Procedures: To be determined;

Policy Superseded by this Policy: None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Governance Policy Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: univsec@lakeheadu.ca.