



ROOM BOOKINGS RULES REGULATIONS AND SAFETY GUIDELINES

Rules, Regulations and Requirements of Room Bookings within the Student Centre

- These rooms are to carry out campus group activities, **ONLY**.
- Other activities unrelated to your campus group are not to be held in these spaces.
- NO** use of substances are permitted in these spaces, such as; alcohol, drugs, smoking, ect.
- NO** tolerance for illegal activities, vandalism or abuse of privileges.
- There is **NO** tolerance for harassment, sexual harassment and/or assault in these spaces. If incidences arise, an investigation may occur according to UTMSU's Sexual Harassment, Harassment and Discrimination Policy.
- These rooms are communal spaces, and we must commit to maintaining cleanliness, organization, and ensure safety from any hazard to self or others.
- The use of masks indoors is **MANDATORY** in all spaces on campus.
- Must ensure you are complying with the [University and Provincial Health and Safety Guidelines](#).
- Must follow the maximum occupancy of the rooms described below.
- Must complete QR Code for Contact Tracing purposes, posted at InfoBooth and inside all bookable spaces.
- Must show proof of vaccination or negative COVID-19 through [UCheck](#), before coming into the space. Failing to comply with the rules and regulations above may result in booking privileges being revoked.

Room Descriptions

- **SC Presentation Room, RM 170 (maximum occupancy of 30 people, max 2 hrs):** This is the biggest room in the Student Centre offering easy multimedia connectivity to a large screen, projector, microphones, laptop connection, and full sound system.
- **SC Board Room, RM 270 (maximum occupancy of 11 people, max 2 hrs):** This room is ideal for panel or board type discussions as it is the largest room on the second floor.
- **SC Meeting Room, RM 280 (maximum occupancy of 8 people, max 2 hrs):** This room is ideal for workshops and classroom discussions.