**Secretariat – 845 Sherbrooke, James Administration Building, Room 313**

**REQUEST FORM FOR BOOKING**

**CAPACITY: ROOM 303 (10); 302 (20); 301 (30)**

[**https://www.mcgill.ca/secretariat/james-meeting-rooms-3rd-floor**](https://www.mcgill.ca/secretariat/james-meeting-rooms-3rd-floor)

**DATES:**

**TIME:**

**NUMBER OF PEOPLE:**

**DEPARTMENT:**

**NAME OF CLIENT:**

**TELEPHONE OF BOOKER:**

**DEPARTMENTAL FOAPAL:**

**VIDEO/AUDIO CONFERENCING – 301 AND 302**

**303 SCREEN ONLY**

 **YES NO**

**VIDEO/AUDIO CONFERENCE:**

**FOOD:**

**DRINK:**

**CATERER:**

**The James Administration Building has three meeting rooms: 301, 302, and 303, that can be booked by the McGill community. The request form should be e-mailed to Jennifer O’Neil at:** **jennifer.oneil@mcgill.ca****.**

Bookings are done with 15-minute gaps between meetings only if requested.

**RULES OF USE**

**Do not book directly into the Secretariat calendar, as we cannot guarantee your booking will be respected**

**The tables in the conference rooms are NOT to be moved. The glass covered tops can easily be broken. Make it your responsibility to check the room before and after each meeting and report any problems to the Secretariat. Please note that the Secretariat is not responsible for any broken or damaged materials.**

**Please leave the room and the surrounding area acceptable for the next group.**

**All food and or beverages are to be placed in the reception area and not in the rooms.**

**The request form must be completed with the FOAPAL of the one responsible for the meeting. Charges will be made when necessary.**

**Video-conferencing facilities are available and NCS can assist you with any concerns you may have. You are also responsible for long distance calls.**

**Please note that the Secretariat is not responsible for technical support in the rooms. For troubleshooting assistance, please phone the ICS Help Desk at 514-398-3398.**

**The VGA, HDMI and DVI cables are available at the Secretariat in room 313.**

**ACCESS TO THE ROOMS:**

The James Conference rooms are open only from 7:45 a.m. – 5:00 p.m.

Please note that you are responsible for any Security needs outside of the regular building hours. Security Services website is [www.mcgill.ca/security](http://www.mcgill.ca/security).

A list of visitors to the James Building should be sent to the Info Desk agents at jamesinfodesk.vpf@mcgill.ca”. An agent can also be reached at 514 398 1774.

**AGREED ON \_\_\_\_\_\_\_\_DAY OF\_\_\_\_\_\_\_\_\_20\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Client**

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**Print Name & Telephone Number**