FHS PROCESSES FOR FALL 2020 ROOM BOOKINGS

1. **Fall academic bookings**
   - All timetabled curriculum room bookings have been scheduled
   - Additional requirements for academic bookings will need to be booked

2. **Academic programming in Central Spaces**
   - Space booking priorities continue to be for academic programming
   - Meetings that can be held virtually should use Zoom or Teams
   - Central has developed their own room booking request process. Details of this process and available classrooms can be found at this [link].
     - Booking requests for central spaces are made through our FHS representative, Denis Bourguignon denis.bourguignon@queensu.ca
     - Please include details of the function, number of people, and the reason for on campus activity. ([See Appendix A](#))
     - Please note that Etherington Hall and Richardson Labs are booked centrally

3. **Booking an FHS activity in an FHS building**
   - The Faculty of Health Sciences is responsible for booking activities in their own facilities.
   - Space booking priorities continue to be for academic programming
   - To book an FHS activity in one of the following FHS buildings, please contact the following people:
     - **School of Medicine, GSK Clinical Education Centre, and MacGillvray Brown Hall** – Jen Saunders <jennifer.saunders@queensu.ca>
     - **Louise D. Acton Building** – Sandra Turcotte <turcotte@queensu.ca>
     - **Cataraqui Building** – Cheryl Pulling cheryl.pulling@queensu.ca
   - Approval for these buildings is as follows:
     - **School of Medicine, GSK Clinical Education Centre, and MacGillvray Brown Hall** – Dr. Leslie Flynn
     - **Louise D. Acton Building** – Dr. Marcia Finlayson
     - **Cataraqui Building** – Dr. Erna Snelgrove-Clarke

4. **Provincial capacity limits**
   - No bookings for over 50 people indoors will be approved
   - No bookings for 100 people outdoors will be approved

If you are hosting an event on campus, you will be required to adhere to FHS protocols in light of the COVID-19 pandemic including physical distancing, mask use, and screening.
**APPENDIX A**

FHS BOOKING REQUEST FOR ACADEMIC USE IN QUEEN’S CENTRAL BUILDINGS

Academic programming and related activities take priority on campus. For non-academic ad hoc bookings, use the central room reservation booking form.

Kindly complete this form and submit to Denis Bourguignon and copy Allison Leverette.

<table>
<thead>
<tr>
<th>Who is making this request?</th>
<th>Name and position of individual making the request</th>
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<tbody>
<tr>
<td></td>
<td>Administrative Contact (please include email)</td>
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<table>
<thead>
<tr>
<th>What is being requested?</th>
<th>Number of rooms requested</th>
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<tbody>
<tr>
<td></td>
<td>Name of rooms (and building) requested</td>
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<table>
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<tr>
<th>When is this needed?</th>
<th>What dates are you requesting?</th>
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<tr>
<th>Nature of the event</th>
<th>Please describe the nature and purpose of the educational event.</th>
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<tr>
<td></td>
<td>How many people will be using this space?</td>
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| How do you plan to meet COVID-19 safety protocols? | Describe the safety measures in place for this request. |