

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.

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