



Meeting Room Booking Information (Outside Groups)

BOOKING

Contact UNW by telephone or email. 867-873-5668 ext 303 or bookings@unw.ca

Please use the attached form to book.

Booking will be on a first come first serve basis, but please be aware that your group may be moved to a different room if necessary. You will not be moved to a different room without being contacted in advance.

Facility Rates:

	Max Capacity*	Full Day Rate	Half Day Rate
Training Room 1	22-39	\$200	\$100
Training Room 2	18-39	\$200	\$100
Training Room 3	16-30	\$200	\$100
Small Meeting Room	8	\$100	\$ 50

*room capacity depends on room set up style

Full day bookings offer access to your meeting room 8 am to 5:30 pm. Outside these hours, additional costs may apply. We offer weekend and evening bookings also; please contact us for rates.

Cancellation Policy

There is a 50% deposit to confirm all reservations.

All reservations require 5 business days' notice of cancellation. 50% deposit will be retained on all bookings that fail to provide 5 business days' notice of cancellation.

Missing or Damaged Equipment

You will be charged for any missing or damaged equipment, walls or furniture, including but not limited to AV equipment, keys/fobs, chairs, floors, etc.

For use during office hours, Monday to Friday:

- The main doors and the doors to the training centre concourse will be unlocked from 8:15 am – 5:00 pm.
- The doors to the training centre concourse automatically lock at 12:00 noon until 1:00 pm.

For use after hours or weekends:

- You will be able to sign out a “fob” key for access to the main floor and training centre.
- Fob must be picked up 24 hours in advance during office hours.
- There is a \$30 replacement fee if the fob is not returned within 24 hours of the end of the booking.
- To unlock the doors, the meeting organizer taps the fob 3 times quickly on the scanner. The doors will remain unlocked for 1 hour, and will automatically lock after that time. Anybody arriving later will have to be let in by the meeting organizer.
- To relock the doors at any time, tap the fob 3 times on the scanner.
- Before leaving, the meeting organizer should ensure that all doors are shut and locked securely; and nobody remains in the main floor (including checking bathrooms & back stairs).

Locked doors should never be propped open.



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FOOD / BEVERAGES - CATERING

- There is a water fountain/bottle fill in the concourse. Attendees are encouraged to bring their own bottles, however jugs and glasses are available in each room.
- There is kiosk in the main floor reception area, run by Nana's Kitchen. Beverages, snacks, and light lunches are available for purchase. The kiosk is open 8 am to 3 pm Monday to Friday.
- Alternatively, our Bookings Representative can make arrangements for catering in your meeting room. Please talk to the Bookings Rep about your needs and you will receive a quote. **Please Note: No outside catering is permitted without express permission from the Bookings Rep.**

AMENITIES:

- Large screen monitors. You must supply your own laptop with HDMI port. Use included in rental fee.
- Additional tables and chairs.
- Flip chart with paper and markers (upon request) - \$20/day
- WIFI access (upon request) – included in rental fee. Please note that streaming and large downloads such as videos is not included in the rental fee. Excessive charges will be billed to you.
- Conference phone (upon request) – toll free numbers or call in only, at no charge. To book a conference call number for multiple call in participants, please let the Bookings Representative know. You will be billed for actual costs.
- Podium (upon request) – included in rental fee
- Colour or Black photocopying (must be requested in advance) Colour - \$.50/page, BW - \$.25/page
- Printer (black only) is available in the training concourse. Please talk to the Booking Rep for instructions on how to use and cost.
- Projector and screen (for when using two or more training rooms) – Please talk to the Booking Rep for availability. (coming soon)
- Sound system - microphones, speakers, hearing devices. Please talk to the Booking Rep for availability and cost. (coming soon)
- Videoconferencing – Please talk to the Booking Rep for availability and cost. (coming soon)

OTHER:

- Nothing should be tacked, taped, or affixed to the walls; except on the tack strips in each room.
- Training rooms themselves are not locked, should not be considered “secure”, and no-one should leave important, expensive, or confidential material or equipment unattended.

After Hours Emergencies only, please call Triton Property Management at 445-3346.

Bookings, questions, concerns & requests, during regular office hours, contact 873-5668 ext 303 or bookings@unw.ca



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BOOKING REQUEST FORM

Organization Name:	
Contact Person:	
Phone:	
Email:	
Event or Meeting Reference/Name:	
Date(s) of event/meeting:	
Start Time	
End Time	
Number of People Attending:	
Room Set Up: (see attached examples)	<input type="checkbox"/> Boardroom style <input type="checkbox"/> Theatre style <input type="checkbox"/> Classroom style <input type="checkbox"/> Arbitration style <input type="checkbox"/> Reception style <input type="checkbox"/> Lecture style <input type="checkbox"/> Other (describe below)
Catering Required: (if you check any of these boxes, the Bookings Rep will contact you)	<input type="checkbox"/> None <input type="checkbox"/> Coffee <input type="checkbox"/> Tea <input type="checkbox"/> Hot Chocolate <input type="checkbox"/> Pop <input type="checkbox"/> Juice <input type="checkbox"/> Snacks morning <input type="checkbox"/> Snacks afternoon <input type="checkbox"/> Snacks evening <input type="checkbox"/> Lunch <input type="checkbox"/> Supper
Other Products / Services Required:	<input type="checkbox"/> WIFI access code <input type="checkbox"/> Flip charts & markers <input type="checkbox"/> Teleconference phone <input type="checkbox"/> Advance printing/copying <input type="checkbox"/> TV/monitor(s) <input type="checkbox"/> Podium <input type="checkbox"/> Sound system <input type="checkbox"/> Videoconferencing
Any other notes or requests:	

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