



College of  
Registered Nurses  
of Manitoba

# Meeting Room Usage Agreement

College meeting room space is made available to qualifying groups who have satisfactorily completed this agreement. There is no fee for the use of this space. Use of College meeting room space is subject to the terms and conditions outlined below. Failure to abide by these terms and conditions may result in suspension or cancellation of meeting room use privileges. It is your responsibility to ensure group members are aware of and abide by these terms and conditions as outlined below.

Please complete the information below and sign and date the document in the spaces provided.

**NOTE:** Only names listed below are able to make room bookings at the College.

Meeting Group Name: \_\_\_\_\_

(referred to as "the Group")

Purpose or Function of Group: \_\_\_\_\_

Main Contact Person: \_\_\_\_\_ Office/Position Held \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Secondary Contact Person: \_\_\_\_\_

(person who can also make booking for the group)

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Average # of Group Attendees Per Meeting: \_\_\_\_\_

What is the percentage of RNs to Non-RNs who will be in attendance?: \_\_\_\_\_

Do you have a room preference?: \_\_\_\_\_ If so, which one?: \_\_\_\_\_

Do you have any ongoing audio/video requirements? If so, please list A/V requirements you would like commonly reserved for your group: \_\_\_\_\_



## TERMS AND CONDITIONS OF USE

The Group's use of College meeting space is based on the following terms and conditions:

1. The main contact(s) as listed above should be updated as changes in responsibilities of group members occur. The College reserves the right to refuse bookings to any person or group.
2. To be eligible to book meeting space, the purpose of the group must be to promote interest in an aspect of nursing practice and the group must be comprised of at least 90% registered nurses. Other groups may be considered on a space-available basis with consent of the Director of Corporate Services.
3. All meetings will be booked on first-come, first-served basis, subject to room availability.
4. Sub-letting this room to another meeting group is not permitted.
5. The purpose of meetings held must be consistent with the stated purpose or function of the group. Purely social functions (for example, Christmas parties) should be held at other venues.
6. College meeting space may be booked as follows:
  - a. Monday and Thursday from 8:30 a.m. to 9 p.m.
  - b. Friday from 8:30 a.m. to 4:30 p.m.
7. Meeting space is not available on Saturday, Sunday, statutory holidays or during office closures.
8. Groups must strictly adhere to booked meeting times. The time period booked for use must include the time required to set up the room for use and to clean up after use. Groups requiring access before 0830 must obtain prior authorization from the College.
9. Evening meetings must be booked at least two weeks prior to the scheduled meeting date; requests made with less than two weeks notice are subject to availability of College staff and space.
10. All meeting bookings are subject to cancellation by the College due to operational requirements (such as board meetings or discipline hearings) or other unforeseen events. The College will do its utmost to avoid cancellations and to provide as much advance notice as possible of cancellations; however, groups must be aware that space is not guaranteed and rooms requested may be changed without notice.
11. Evening meeting bookings are subject to the availability of College staff, who are required to remain in the building during the meeting.
12. If you are having your meeting catered, special arrangements must be made with the College with respect to setting up catering equipment before the scheduled meeting time as well as for pickup after the scheduled meeting time.
13. One week advance notice is required for notification to the College of meeting cancellations other than for weather-related reasons. Failing to give appropriate notice may result in an assessment of a \$50.00 (plus GST) penalty fee, prior to the restoration of meeting privileges.
14. For emergency evacuation purposes, all group members must sign in at the College's reception area upon entering the building and sign out upon leaving after the meeting.

I have read, understand and agree with the Terms and Conditions of Use above: \_\_\_\_\_

Initials



15. Room capabilities as listed below may NOT be exceeded for comfort and safety reasons.

Meeting Room	Maximum Capacity
Boardroom (using Boardroom table only)	24
Boardroom (using all tables)	36
Full Boardroom (using Boardroom and all tables, and stacking chairs set up around the periphery of the room)	60
Meeting Room A	4
Meeting Room B	4

16. Groups may make arrangements to use the College’s audio-visual resources such as laptops, LCD projectors, overhead projectors, screens, VCRs, DVD players, flip charts, easels, and dry erase boards at no extra charge. Equipment is reserved on an ‘as available’ basis and must be booked at the time of meeting room booking. College staff will be onsite to assist in the troubleshooting of College equipment; however, staff are not responsible for equipment failures.
17. The group may choose to supply its own A/V equipment. Please note, however, that not all A/V equipment is compatible with the College’s equipment and groups therefore use their own equipment at their risk. The College recommends that groups supplying their own laptops have their presentations/relevant files backed up on a CD or memory stick, so that, should the need arise, files can be loaded on College equipment, if available.
18. College A/V equipment is NOT compatible with MacIntosh computer equipment. Please ensure that speakers making presentations to the group are aware that if they use a MacIntosh computer, they will need to convert their files and use a PC for their presentation.
19. The boardroom table is not to be dismantled. Doing so may damage wiring and equipment contained within the unit. The control panel (Crestron) is not to be removed or disconnected from the table.
20. Tables with wheels in the boardroom and multi-purpose room may be configured by group members as required. At the completion of the meeting, however, they should be placed back in their original position.
21. The group is financially responsible for any damage that occurs to the College building, property, or supplied equipment, including the boardroom table, resulting from the group’s use of these supplied resources. The group shall pay all reasonable costs of repair or replacement.
22. Photocopying services are available at a cost of \$0.25 per copy (\$0.50 for double-sided copies) payable at time of photocopying. Change is not available after regular business hours.
23. The group may make use of the kitchenette located next to the boardroom. Use of the refrigerator or its contents, are restricted to College staff only.
24. Complimentary water, coffee, tea, whitener, sugar, and sweeteners are available for group meetings. Milk, cream, other beverages and food must be provided by the group. College supplies such as plates, cups, glasses, and utensils can be used; however, these are in limited supply. Groups are welcome to bring their own supplies. Dirty dishes should be placed in the dishwasher.
25. Alcohol is not permitted in the building or on College property.

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- 26. Smoking is not permitted in the building or on College property.
- 27. The group is expected to keep the meeting rooms and kitchenette tidy at all times since there are often meetings occurring concurrently. This includes wiping down counters and tables, tucking in chairs and loading the dishwasher, as required.
- 28. Please advise College staff of any spills or damage incurred.
- 29. The College is a scent-free environment. Group members wearing strong scents such as perfumes, deodorants and hairspray may be asked to leave the premises.
- 30. Due to fire code regulations, open flames of any kind (candles, lighters, etc. – with the exceptions of warming of chaffing dishes for meal requirements only) are not allowed in the building or on its property.
- 31. Items are not to be applied to the walls without prior consent from the College.
- 32. The College shall not assume responsibility for the damage or loss of group articles left in the meeting rooms prior to or following the meeting. The College reserves the right to remove property of any kind and dispose of it at the group's expense. The College will not be liable as a result of any removal or disposal of any property in accordance to this paragraph.
- 33. The group assumes full responsibility for the acts and conduct of all persons admitted to College property during the requested meeting time. The College retains the right to interrupt or terminate the use of its building and property or to eject any person if designated College staff members, in their sole discretion, consider it to be necessary in the interest of public order or safety. The group waives any damages or compensation should its use of the building and property be so interrupted or terminated.
- 34. Parking is based on a first-come, first-served basis. Staff parking is reserved from 0830 to 1630. The College is not responsible for parking-related incidents, and as always, it is advised that you keep your valuables out of sight and your vehicle locked.

I, \_\_\_\_\_, organizer on behalf of the \_\_\_\_\_  
(Main contact name - please print) (Group Name)

have read, understand and agree to the terms and conditions of use above and have authority to bind the organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Authorized Signature for the College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date