

General Room Booking Policies for Arts & Humanities Rooms in the Arts & Humanities Building

- 2R07 (Classroom, capacity: 44)
- 2R23 (Classroom, capacity: 77)
- 2G30 (Library Reception Room, capacity: 199)

1. The Arts & Humanities Rooms are booked through the Dean's Office (3R34). The person or group booking the room(s) must provide a department speed code and account number and sign a reservation contract. Signing the contract acknowledges that, if required, you will be charged for clean-up of food and drink, for garbage removal, and for any necessary repairs to the room(s) as a result of damage during your event. Your reservation will not be secure until this is done.
2. No blanket bookings will be allowed.
3. Alcohol may be brought in only through Great Hall Catering.
4. More than one room may be booked for an event. Please note: the weekend time slot (Friday 4:30 pm to Monday 8:30 am) will be assigned to one event per room or group of rooms.
5. If you require technical assistance for your event, you must contact Arts & Humanities Technical Services *at least three weeks* in advance of your event. If you need a Technician on site during your event, Technical Services will do its best to find part-time assistance. The cost of this assistance must be incorporated into the budget for your event.
6. Furniture may not be removed from the rooms. All furniture must be returned to its original position.

Policies for Units within Arts & Humanities

1. Members of the Faculty of Arts & Humanities may book these rooms up to one year in advance for academic and University-related events.
2. Student groups may book these rooms for academic and University-related events if a department within the Faculty of Arts & Humanities provides a department speed code and account and takes responsibility for the event.

Policies for Units outside Arts & Humanities

1. If the rooms are still available, academic and administrative groups outside the Faculty of Arts & Humanities may book the rooms within three months from the date in question. Use of the rooms is strictly limited to academic and University-related events.
2. The Dean of Arts & Humanities may allow the President's Office and other Deans to book the rooms up to one year in advance for events of very special significance. Generally, the Dean-to-Dean privilege may be invoked only once a year per Faculty.