KITCHEN FACILITIES
GUIDELINES
For use when hosting events held in the de Grandpré Communications Centre and Jeanne Timmins Amphitheatre

- You must request use of the kitchenette facilities associated with the De Grandpré Communications Centre and the Jeanne Timmins Amphitheatre when reserving space using the online room reservation system.

- Kitchenettes are locked.
  - On the day of your event, please go to the security desk at main entrance to request access. You should be prepared to present a record (electronic or printed) of your room reservation.
  - Should you need access prior to this point, please contact events.neuro@mcgill.ca.

- You must provide your own supplies.

- Kitchenette must be cleaned following your event:
  - Do not leave food in the fridge or on the counters
  - Sinks, counters and floor must be cleaned (a broom is available)
  - Remove garbage (to be placed in a large garbage bin located in the adjacent space)

- The door to the kitchenette must remained closed during your event

- Upon leaving, please ask security to lock the door.

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