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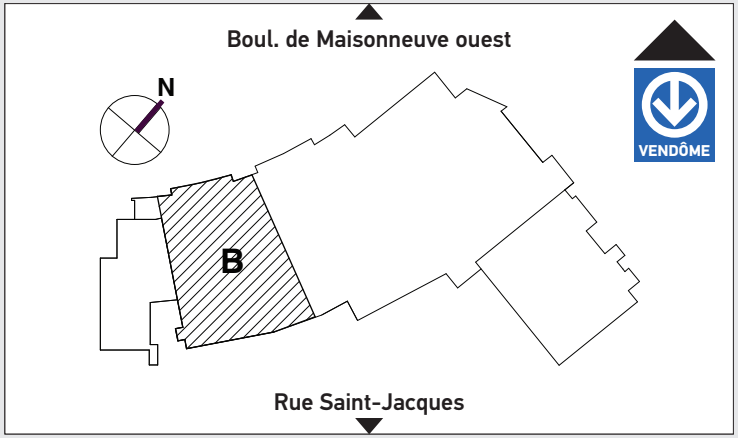
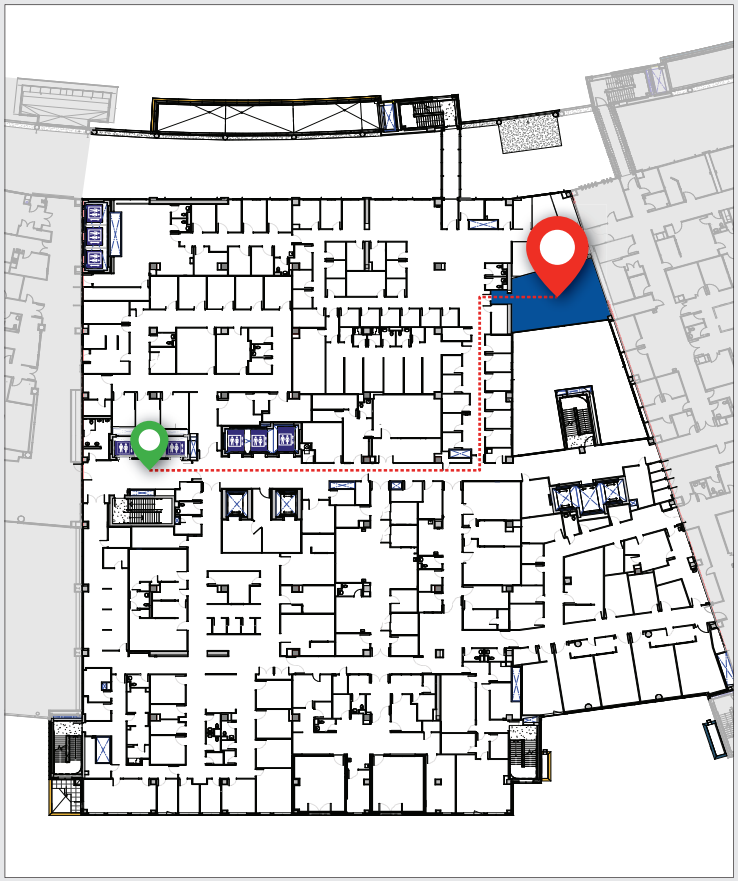
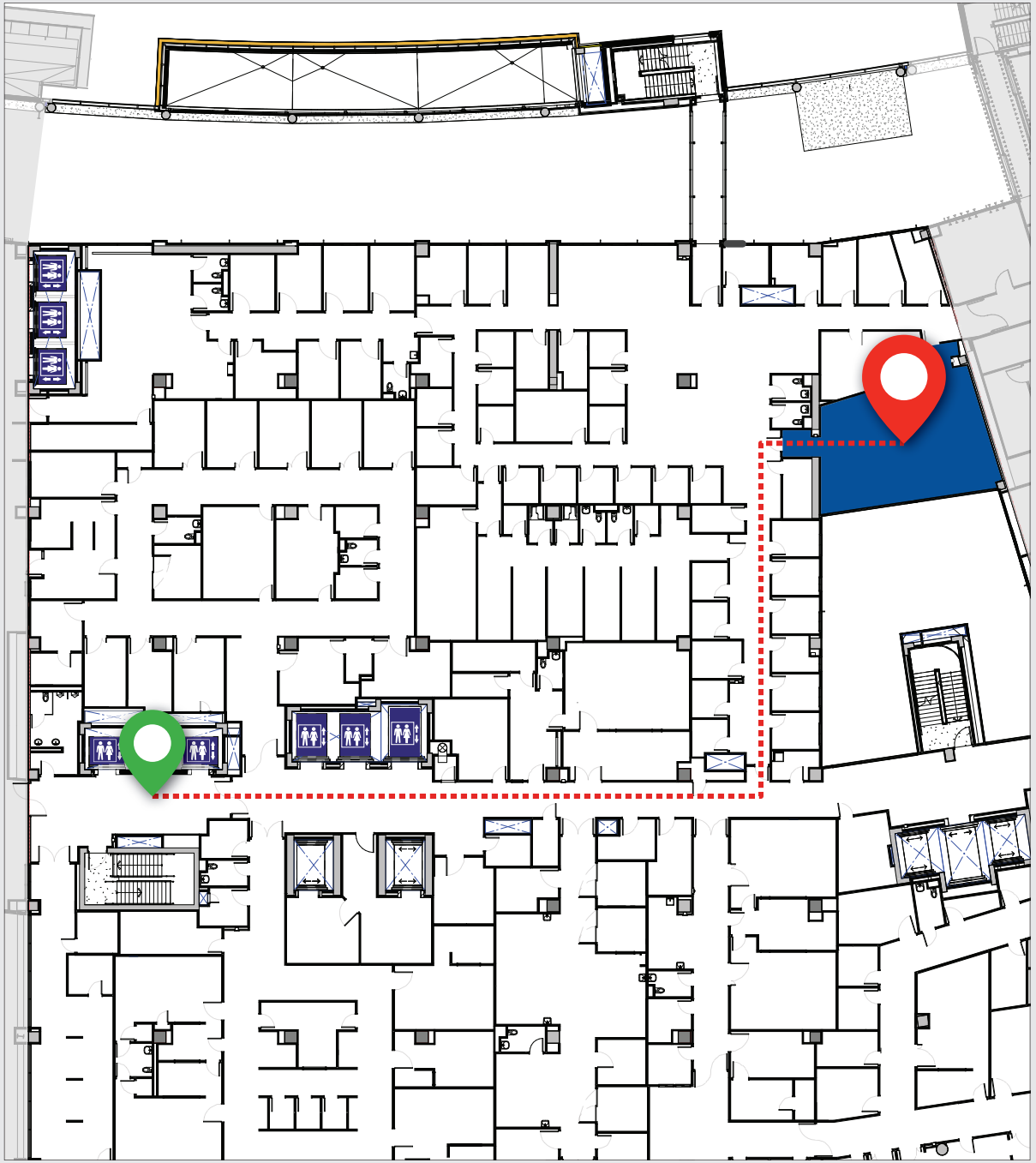
Centre universitaire de santé McGill

McGill University Health Centre

Please note that departing points are based on the principal elevators of each wing and floor.







Booking and Cancellation Policies

Meeting room at the Glen site will be shared by the MUHC community as a whole, and thus, they no longer belong to one specific person/unit/area based on geographic location.

This Online Room Booking System (ORBS) for the Glen has been designed to facilitate this shared approach, as well as to find rooms that suit your needs.

Booking of rooms for wellness activities must have prior approval from the Training and Organizational Development Department of the Human Resources Directorate.

Cleanliness

All users must maintain the conference room(s) in clean working condition. If food and/or beverages are consumed in the conference room, due care and consideration must be given to the preservation of the floor, furnishings, and equipment.

Repeat Bookings

- No meetings can be booked for longer than 9 hours at a time.
- No more than same-time booking 3 days in a row.
- No more than 1 year of weekly bookings at the same time slot.

Charges

- Bringing in additional AV or Telehealth equipment.
- Damage to the room and/or equipment.
- Necessity to call housekeeping due to unkept room.
- No 24-hour cancellation notice by user, except for same-day booking.

Contacts for User Support

Information Systems (for computer problems)	**Online Room Booking System (ORBS)**	**Medical Multimedia Services**	**Housekeeping Services**	**Catering Services**	**Security**
Ext. No. 48484 Operating hours: 24 hrs/7 days a week	Ext. No. 43331 Operating hours: Mon. to Fri., 8:30 am-4:30 pm	Ext. No. 22926 Operating hours: Mon. to Fri., 8 am-6 pm	Ext. No. 23456 Operating hours: 24 hrs/7 days a week	muhc.catertrax.com Operating hours: Mon. to Fri., 7 am-5 pm	Ext. No. 76259 Operating hours: 24 hrs/7 days a week