



PROCEDURE FOR FACULTY OF MEDICINE STUDENT EVENTS

1. Rooms may only be booked for educational activities.
2. Requests must be e-mailed to: roombooking.med@mcgill.ca.
3. Please include the following in your email request:
 - The name and purpose of your event
 - The date and time of your event
 - The number of people attending
 - Room needed
 - Alternative dates (if applicable)
 - Any special requests
 - A phone number through which you can be reached in case there are any issues
4. Once approval is received, the rooms will be reserved as per your request. Please note that your booking is tentative until the following is received by the room booking agent:
 - A. Security agent confirmation email (only applicable with afterhours/weekend bookings)
 - B. Confirmation that an alcohol permit has been granted for the event (if applicable)
 - C. Confirmation that cleaning services have been arranged for the event (only applicable with afterhours/weekend bookings)

The room booking agent reserves the right to assess the proposed event and determine what is necessary in terms of cleaning and security needs.

Please note:

- If an alcohol permit is needed, please fill out and submit the online form at <http://www.mcgill.ca/eventsbookings/alcohol/>
 - If security is needed, please fill out the online form at <http://www.mcgill.ca/security/services/agent/>
 - Please contact Events Support (special.events@mcgill.ca) to arrange for cleaning services as needed.
 - If tables and poster boards are needed, please contact Events Support (special.events@mcgill.ca) to request them as well as to arrange their related set up.
5. Once all approval documents are received, you will receive a confirmation email. ***Please print and retain a copy of this confirmation email in case you are asked for a proof of booking from security. This will ensure your booking is respected and may avoid disruptions during your event.***
 6. If the rules concerning the rooms are not respected you may be denied future room booking privileges.