

DEPARTMENT OF MECHANICAL ENGINEERING

Room and Projector Booking Procedures

Updated May 2018

Due to space issues across the university campus, meeting space all across campus is in high demand and it has become necessary to implement some basic guidelines for use in booking the meeting space controlled within the Department of Mechanical Engineering.

At a Glance: To book a room, provide faculty member name, extension number, purpose of meeting, and start/finish time. Email requests preferred.

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General:

- The Department of Mechanical Engineering has meeting space in JHE-219 and JHE-323.
- JHE-219 is a classroom with seating for 24. JHE-323 is a boardroom with seating for 16 plus peripheral seating for 8.
- JHE-219 and JHE-323 are both equipped with built in projectors.
- JHE-323 has teleconference capabilities. The teleconference unit may be borrowed; however, it is the responsibility of the user to be trained with the unit. **Note the teleconference unit does not work unless the phone line is analog. i.e. it does not work in JHE-265.*
- The rooms are primarily used for graduate classes, graduate defences and committee meetings, research meetings, and for departmental business.
- Mechanical Engineering faculty, staff, and graduate students may book the rooms through the office staff.
- The rooms are also available for general use on a limited basis.

Guidelines for Booking Space:

- Space requests from Mechanical Engineering faculty, staff, and graduate students will be handled on a first-come, first-served basis and will be given priority over requests from outside the department.
- Graduate Students should have the name of a Mech Eng Faculty member associated with the booking.
- Graduate Students wishing to book a Supervisory Committee Meeting, Defence, or Comp Exam, should first contact the Graduate Program Administrator, Nicole McLean so that she is aware of the activity.
- Space requests from outside of Mechanical Engineering must be booked by faculty or staff only. Any students wishing to book a room for course related activities should have their department make the arrangements.

- For space requests from outside of Mechanical Engineering; space can be booked after the graduate drop and add deadline for any Jan – Aug requirements, and space requests can be booked after the graduate drop and add deadline for any Sep – Dec requirements. This is to ensure the Department's graduate classes have been scheduled.
- Space requests from other Engineering departments can be booked after the above dates for recurring meetings.
- Space requests from other university departments cannot be booked for recurring meetings. We will allow single bookings for areas outside of Engineering within 14 days of the required time.
- As a courtesy, individuals who have booked rooms should notify the department as soon as possible if they no longer require the space.

Room Use:

- Due to the frequency of back-to-back bookings, all rooms must be returned to their original setup after use. All furniture is to be restored to its original position.
- Food is allowed in the rooms. Users are responsible for ensuring that all waste is removed from the room or placed in garbage receptacles prior to leaving the room. If using Paradise Catering services, please arrange for items to be picked up promptly at the end of the meeting. Rooms must be cleaned up by the user and ready for immediate use by others.
- Room users are responsible for ensuring that the door is locked and the lights are turned out when leaving.
- Keys are to be picked up from the Mechanical Engineering office in JHE-310 during regular office hours.
- Room users are responsible for returning keys promptly to JHE-310 during regular office hours.
- The office hours are Monday to Friday 8:30-4:30 and the office is closed for lunch from 12:00-1:00PM.

Projectors:

- We have one data projector available for booking.
- Mechanical Engineering faculty, staff, and graduate students may book the projector directly by visiting the departmental office and logging their requirement in the calendars located in the Mechanical Engineering office JHE-310.
- Projector should never be taken from the office without having first been booked. Projector must be returned promptly after use and always by the end of the day unless special arrangements have been made.
- Any courses that require ongoing use of a data projector for lectures or tutorials should make arrangements through Audio-Visual services (<https://library.mcmaster.ca/cavs/booking> or ext. 22761).