McMaster University
Centre for Continuing Education
Downtown Centre Facility Use Policies

FACILITY USE LIMITATIONS
Use of classrooms in the Downtown Centre for Continuing Education is restricted to business meetings, educational courses, training and development activities or related purposes. The use of alcohol is prohibited unless the proper license is obtained.

ROOM AMENITIES
Room rental at the McMaster University Downtown Centre includes heat/air conditioning, electricity, janitorial services and the set up and use of the following Centre-owned equipment: tables, chairs, podium, white board with markers, projector screen, overhead projector and one flipchart. Additional A/V equipment is available (see below).

AUDIO & VISUAL SERVICES
Scheduling of the following equipment and service in advance is required: LCD projectors, TV-VCR, Internet access (for classroom presentations) and additional flipcharts. Fees will be assessed for this equipment and service. Please include requests for these services on the rental request form. Photocopy services may be available during your event and will be provided at a cost of 10-cents per page.

SET-UP & LABOUR CHARGES
Fees for set-up services may be assessed based upon group size and set-up needs that differ from CCE’s standard set-up. If you require a set-up other than classroom style, an additional set-up fee may be charged.

ROOM CHANGES
Changes to audio/visual services and room set-ups less than 24 hours prior to the event are subject to an additional labour charge and may not be accommodated. The Centre for Continuing Education reserves the right to re-assign groups to comparable rooms.

DAMAGE
The Client is liable for all damages to the Centre and to Centre-owned equipment. McMaster University will not be held liable for lost or damaged goods.

CANCELLATIONS
Cancellations made two (2) business days or less before a scheduled event may incur cancellation of 25% of the overall room rental.
CATERING
The Centre for Continuing Education’s caterer of choice, located in the lower level of the Downtown Centre, is Chef Gareth’s Kitchen (905-528-0628). CCE strongly recommends the use of Chef Gareth’s Kitchen for all catering needs; however, facility clients may hire external caterers. It is the responsibility of the facility client to notify CCE if an external caterer is hired. It is expected that all catering service items be removed from the Downtown Centre at the completion of the event. An additional clean-up fee may be assessed when external catering is arranged. Catering is limited to the areas identified in this agreement. Food and beverage is prohibited in CCE Computer Labs.

COMPUTER LAB USE
One 2nd floor computer lab includes 12 computer workstations, one instructor computer station, data projector, projection screen, flipchart and markers. One 1st floor computer lab includes 18 computer workstations, one instructor computer station, data projector, projection screen, flipchart and markers. Computer software needs and intended use of the labs must be pre-arranged with CCE Technical Support Staff. Lab users are not permitted to make changes to the computer configuration or alter/add software to the machines. If software or configuration requests are approved, additional set-up fees may be charged.

INCLEMENT WEATHER
In the event that inclement weather occurs, and the University is closed, the Centre for Continuing Education will offer clients the option of rescheduling. Clients are responsible for notifying all participants of a University closing. For University policy related to severe weather please see this website:
http://www.mcmaster.ca/policy/hlthsafe/stormemg.htm

CONDITIONAL USE ELIGIBILITY
Conditional use indicates that only room rental charges are waived; other charges may be assessed for services provided.

McMaster University Departmental Meetings:
Are defined as internal meetings with staff and administrators.

University Department use will be granted based on space availability.

Conditional use clients are responsible for re-arranging the rooms to a classroom style set-up.