



## HEALTH SCIENCES SPACE BOOKING AND USAGE POLICY

### Background

The University of Saskatchewan (USask) Health Sciences is responsible for the day-to-day administration of spaces within the Health Sciences Building.

The complete list of bookable spaces in the Health Sciences Building is located on the [Health Sciences website](#). This listing provides details on features such as room capacity, presentation technology, and more.

Use of most spaces in the Health Sciences Building must be requested through the University of Saskatchewan [Room and Space Booking](#) unit. For spaces not available through Room and Space Booking (e.g., spaces in the Leslie and Irene Dubé Health Sciences Library), links to the appropriate request platforms are provided on the Health Sciences website.

### *Alcohol permitted spaces and other guidelines*

- Guidelines have been established by the university and the Saskatchewan Liquor and Gaming Authority regarding the sale/consumption of alcohol on campus. Those hosting events involving alcohol should make themselves familiar with these guidelines.
  - Review the *USask Liquor Permit* and the “Serving of Alcoholic Beverages” section in the *Space Allocation Guidelines*
    - Log in to [PAWS](#) and then visit <https://paws5.usask.ca/#roombooking> to locate the *Space Use Guidelines and Procedures* section of the website for these documents.

### Space booking

- The Health Sciences has final approval on some of the Health Sciences Building booking requests made through USask Room and Space Booking.
  - This includes meeting rooms with specific uses and all types of public spaces (e.g., atriums and other event spaces).
  - Management of bookable spaces is indicated on the health sciences website.
- The Leslie and Irene Dubé Health Sciences Library manages the booking of the team rooms in the library space.
- Bookings on weekends and holidays may involve custodial fees. An account number may be required before confirmation of space will be given.
  - If an estimate is required, please contact custodial at [USask Facilities](#).

### *Bookings by students and student groups*

- Booking requests by ratified student groups need to be accompanied by a letter of support from the appropriate associate dean, dean, or executive director.
  - The letter of support must state that the event is sanctioned by the college/school and that a sponsor/supervisor will be attending the event.

- The college/school sanctioning the event assumes all responsibility for any costs or complaints arising from the event.
- Meeting rooms and public spaces are not available to be booked for the purpose of studying. Priority for these spaces is given to administrative meetings.

### Space usage and logistics

- Various areas within the Health Sciences Building have specific criteria regarding the use and placement of poster boards, tables, etc. In the Health Sciences E-Wing for example, display materials and furniture cannot be allowed to block or disrupt the flow of high-traffic areas.
  - If you plan on booking a space requiring display tables, poster boards, pullup banners, etc., be sure to review the [Permissible Floor Use Plans](#) on the Health Sciences website.
    - **If your event display violates the Permissible Floor Use Plans, you will be asked to relocate, reconfigure, or remove your tables, poster boards, banners, etc.**
- **Rooms must be returned to their original furniture arrangement after use.**
  - Large pieces of furniture (such as atrium seating, conference room tables, or any wired-in equipment) are only to be moved with the assistance of [Materials Handling](#) and not without the approval of the Health Sciences.
    - Five working days' notice is required to guarantee this service.
    - Charge out rates can be obtained by contacting [USask Facilities](#).
      - For room set up and/or furniture moving, an account number must be provided.
    - Rooms and spaces must be returned to their original setup after an event, otherwise re-setting fees will be applied.
- **The event organizer is responsible for ensuring that spaces are left in a neat and tidy state.**
  - All garbage and recycling are to be placed in the appropriate receptacles.
  - Please clean whiteboards after each use.
  - Please turn off equipment and lights, taking any portable media that you brought with you.
- **Food and drink are not permitted in spaces normally used for teaching.**
  - Learn more about food and drink guidelines by logging in to PAWS and clicking <https://www.usask.ca/paws/channels/space-room-booking/documents/space-allocation-guidelines-october-2019.pdf>
- Be respectful of others.
  - Please keep noise levels to a minimum.
    - Loud music is not permitted.

- Close doors to meeting rooms while you are using the room.
- Directional and “reserved” signage for atrium and special event bookings is available from the Health Sciences.
  - **Do not post any signs whatsoever on Health Sciences Building walls, columns, glass, etc.**
    - These will be removed and factored into future approvals on subsequent requests for space from the same unit/group.
  - To request signage from the Health Sciences, email [healthsciences.general@usask.ca](mailto:healthsciences.general@usask.ca)
- **For problems arising after hours (e.g., locked rooms, etc.), please contact [Protective Services](#) at 306-966-5555.**