

Hello BHSc Students!

Please carefully read the **room booking and event planning procedures** prior to submitting a request. These procedures have been prepared to assist you in booking rooms and planning events for academic and non-academic purposes.

For all room booking requests, you are encouraged to submit your request as early as possible, but no later than **48 business hours in advance** of the time you require a room. Weekends are not "business hours". For BHSc student initiative/BHSc Club bookings, you **MUST** begin the event planning approval process **at least 12 business days prior to the event date**.

**Room booking requests must be sent by email to either Penny Losier or Sarah Juchniewicz**  
**\*\*Only contact one staff member with your request\*\***

Penny Losier – [losierp@mcmaster.ca](mailto:losierp@mcmaster.ca)  
Sarah Juchniewicz – [juchnis@mcmaster.ca](mailto:juchnis@mcmaster.ca)

**PLEASE NOTE there is no guarantee that a room will be available or that the event will be approved, but we will do our best to try to accommodate your request.**

**\* As per FHS Room Bookings, requests for MDCL and HSC room bookings on a weekend date for any event or meeting with a capacity of more than 10 students, will be subject to housekeeping fees to ensure that space used is cleaned and stocked for the beginning of the following week. These costs will be incurred at the expense of the event/meeting planner(s).**

**Students/event planners who submit room booking requests for weekend dates as per the instructions below, will be contacted by FHS Room Bookings regarding applicable fees and payment of these fees.**

**Alternatively, you can try to acquire meeting space on weekends in MUSC.**

### **Academic Bookings**

For course related/academic bookings, please email your request to either Penny Losier or Sarah Juchniewicz. Rooms will be booked on either the 2nd or 3rd floor of MDCL or in the Health Sciences Centre (HSC), depending on availability. You may also want to consider booking study space in the Health Sciences Library <https://hslstudyroom.mcmaster.ca/>.

Additional information regarding HSL can be found below.

Please include the following details in your request:

**purpose of request (i.e. course meeting, presentation practice, etc.)**

**course code/name**

**date(s) room is required (if room is required for more than one date, please list ALL dates)**

**start time and end time**

**room capacity (i.e. number of people who will be occupying the room)**

**name of group members (if applicable)**

Academic bookings include, but are not limited to, studying sessions, course group meetings, practicing presentations, etc.

**\*To ensure equal access to space available, rooms will only be booked for a maximum of 3-4 hours per week, per group, for each course.**

## **BHSc Student Initiative/BHSc Club Bookings**

### **BHSc student initiative/club bookings MUST be started with the BHSS Chair at least 12 business days prior to the event date.**

A BHSc Student Initiative/BHSc Club is any organized activity in which BHSc students participate and play a prominent role, on or off campus. (i.e., club movie viewing, club guest speaker, formal, sports, trip, concert, etc.).

Any McMaster Student Group wishing to hold an event must first fill out a **"Student Event Planning/Approval Form"** from the Environmental & Occupational Health Support Services (EOHSS) website, <https://studentevents.mcmaster.ca/login?returnUrl=%2Findex>

**In order to complete this form, a student group must have a registered account and PIN with the EOHSS office.** The BHSS has one for BHSc student purposes.

**Step 1: The group coordinator/event planner must complete the following EOHSS Google form with all relevant event details (<https://tinyurl.com/BHSSEOHSS1920>). This process must begin AT LEAST 12 BUSINESS DAYS PRIOR to the event date.** Once Krishihan

Sivapragasam (BHSS Chair) receives this information, he will complete and submit the EOHSS form on your behalf, and return it to you after it has been approved or denied by University Administration. He will be communicating with you from the BHSS email account ([bhss@mcmaster.ca](mailto:bhss@mcmaster.ca)).

If your group is not a BHSc student initiative/BHSc club, please email [judasst@mcmaster.ca](mailto:judasst@mcmaster.ca) for their PIN. If your group is an MSU Club, please email the MSU Clubs Administrator at [clubs@msu.mcmaster.ca](mailto:clubs@msu.mcmaster.ca)

The Student Event Planning Approval process is in place to ensure that event planners have taken all safety precautions into consideration, as well as to minimize disruption to the community. For full details, you can review the information available on the EOHSS website, <http://www.workingatmcmaster.ca/eohss/risk-management/events/>

### **Once you receive your approved EOHSS form:**

**Step 2:** For MDCL 2<sup>nd</sup> and 3<sup>rd</sup> floor and HSC room booking requests **ONLY**, email either Penny or Sarah the following information:

**purpose of the request (i.e. BHSc student initiative or BHSc club description)**  
**date(s) room is required (if room is required for more than one date, please list ALL dates)**  
**start time and end time**  
**room capacity (i.e. number of people who will be occupying the room)**  
**attach a screenshot of the approved EOHSS form.**

For a room booking request for any other location on campus, follow Conference and Event Booking procedures outlined at <https://housing.mcmaster.ca/conference-and-events-services/meet-mac/>. If you have any questions after reviewing the information on this website, please contact the Conference and Event Services office at [conference.mcmaster.ca](http://conference.mcmaster.ca) or (905) 525-9140 ext. 24781.

**The event cannot take place until ALL approvals have been given.**

## **MSU Event Booking**

If your booking is MSU related you must follow the MSU room booking guidelines (link provided below) which first requires EOHSS approval. For MSU Clubs, to receive a PIN, a club president must email the request from the group's account with their **full name** and **student #** to [clubs@msu.mcmaster.ca](mailto:clubs@msu.mcmaster.ca). Once approval is received you may email your room request directly to [bookfhs@mcmaster.ca](mailto:bookfhs@mcmaster.ca) for rooms in 2<sup>nd</sup> or 3<sup>rd</sup> floor MDCL and HSC, and [musc@msu.admin.mcmaster.ca](mailto:musc@msu.admin.mcmaster.ca) for rooms located in the McMaster University Student Centre (MUSC). There is a minimal charge for MSU clubs when booking rooms, which is \$10.00 per hour per room. Please note the BHSc office will **not** book rooms for any MSU/Club events.

<http://www.workingatmcmaster.ca/eohss/risk-management/events/>

## **Health Sciences Library Study Rooms**

There are 15 Study Rooms in the Health Sciences Library (HSL) available for immediate use on a first-come-first-served basis.

Students can book a HSL study room up to 7 days in advance:

<https://hslstudyroom.mcmaster.ca/>

## **\*\* PLANNING TO SHOW A FILM? \*\***

Whether the film you wish to show is foreign or Canadian, it is still protected by copyright and as such, cannot be screened in public unless it is covered by a license or the organizer has permission from the copyright owner (usually the film studio which made the film).

The MSU has a license which allows student clubs to show films on campus, this license only covers certain films. A search can be done on-line to see if your film is covered. Go to <http://www.acf-film.com/> and type in the name of the film.

**If you have any questions, please let us know.**

Penny Losier ([losierp@mcmaster.ca](mailto:losierp@mcmaster.ca)) OR Sarah Juchniewicz ([juchnis@mcmaster.ca](mailto:juchnis@mcmaster.ca))  
Krishihan Sivapragasam ([bhsschr@mcmaster.ca](mailto:bhsschr@mcmaster.ca)) **BHSc Student Initiatives and Clubs**