



Meeting Room Booking Information

BOOKING

Contact UNW by telephone or email. 867-873-5668 ext 303 or bookings@unw.ca. Please use the attached form to book.

- Booking will be on a first come first serve basis, but please be aware that your group may be moved to a different room if necessary. You will not be moved to a different room without being contacted in advance.
- Please note that if you have booked a room(s) for two or more consecutive days, for daytime use only, the room(s) may be booked for an evening meeting at the same time by another group. You will be advised in advance if this should occur, and it will be avoided unless absolutely necessary.

FACILITY RATES (not applicable to UNW, PSAC, NTFL)

	Max Capacity*	Full Day Rate	Half Day Rate
Training Room 1	22-39	\$200	\$100
Training Room 2	18-39	\$200	\$100
Training Room 3	16-30	\$200	\$100
Small Meeting Room	8	\$100	\$ 50

*room capacity depends on room set up style

Full day bookings offer access to your meeting room 8 am to 5:30 pm. Outside these hours, additional costs may apply. We offer weekend and evening bookings also; please contact us for rates.

CANCELLATION POLICY (not applicable to UNW, PSAC, and NTFL)

There is a 50% deposit to confirm all reservations.

All reservations require 5 business days' notice of cancellation. 50% deposit will be retained on all bookings that fail to provide 5 business days' notice of cancellation.

MISSING OR DAMAGED EQUIPMENT

You will be charged for any missing or damaged equipment, walls or furniture, including but not limited to AV equipment, keys/fobs, chairs, floors, etc.

ACCESS DURING OFFICE HOURS, MONDAY TO FRIDAY

- The main doors and the doors to the training centre concourse will be unlocked from 8:15 am – 5:00 pm.
- The doors to the training centre concourse automatically lock at 12:00 noon until 1:00 pm.

ACCESS AFTER HOURS OR WEEKENDS

- Each UNW Local is assigned a “fob” key for access to the main floor and training centre.
- There is a \$30 replacement fee if the fob is lost or replaced.
- To unlock the doors, the meeting organizer taps the fob 3 times quickly on the scanner. The doors will remain unlocked for 1 hour, and will automatically lock after that time. Anybody arriving later will have to be let in by the meeting organizer.
- To relock the doors at any time, tap the fob 3 times on the scanner.
- Before leaving, the meeting organizer should ensure that all doors are shut and locked securely; and nobody remains in the main floor (including checking bathrooms & back stairs).
- Doors are **not** to be propped open under any circumstance.



Meeting Room Booking Information

FOOD / BEVERAGES - CATERING

- There is a water fountain/bottle fill in the concourse. Attendees are encouraged to bring their own bottles.
- Catering services must be arranged by the group. It is expected that any outside catering services will clean up at the end of each day and no perishable items will be left in the training area.

AMENITIES:

- Large screen monitors. You must supply your own laptop with HDMI port. Use included in rental fee.
- Portable speaker with wireless microphones are available for rent.
- Additional tables and chairs.
- Flip chart with paper (upon request)
- WIFI access (upon request) – included in rental fee. Please note that streaming and large downloads such as videos is not included. Excessive charges will be billed to you.
- Conference phone (upon request) – toll free numbers or call in only, at no charge.
- Podium (upon request)
- Colour or Black photocopying (must be requested in advance) Colour - \$.50/page, BW - \$.25/page
- Printer (black only) is available in the training concourse. Please talk to the Booking Rep for instructions on how to use and cost.

OTHER:

- Nothing should be tacked, taped, or affixed to the walls; except on the tack strips in each room.
- Training rooms themselves are not locked, should not be considered “secure”, and no-one should leave important, expensive, or confidential material or equipment unattended.

After Hours Emergencies only, please call Triton Property Management at 445-3346.

Bookings, questions, concerns & requests, during regular office hours, contact 873-5668 ext 303 or bookings@unw.ca