

## Arts and Humanities Rooms – University College

**UC 3105**: Dean's Office Boardroom

**UC 3100**: The James Good Reading Room

**UC TA.310**: The Thompson Family Room/James Good Ante Room

### General Room Booking Policies:

1. The Arts and Humanities Rooms are requested through the Dean's Office website. The person or group booking the rooms must provide a department speedcode and six digit account number acknowledging responsibility for clean-up and repairs if required. **The request will not be processed until this is done.**
2. No blanket bookings will be allowed.
3. Food and alcohol may be brought into the Arts and Humanities rooms only through Great Hall Catering. **It is your responsibility to order any tables Great Hall may need for your event through Facilities Management (x83304).**
4. Between 5:30 pm Friday and 8:30 am Monday only one group will be allowed to book the Arts and Humanities Rooms.
5. Keys are to be picked up from the Dean's office (UC 2220) just prior to your event, and returned afterwards. A \$50 dollar late fee will be charged for keys not returned within one business day of the event. (Hours- 8:30am-4:30pm, closed from 12-1.)
6. **These adjoining rooms MUST be locked after all events.**
7. Technical Services: If you require technical services for your event in UC 3105, you must contact Arts and Humanities Technical Services at least three weeks in advance ([artstech@uwo.ca](mailto:artstech@uwo.ca))

**PLEASE NOTE**: Furniture may not be removed from the rooms. All furniture must be returned to its original position. The boardroom table in the Dean's office boardroom (UC 3105) must NOT be moved.

### Policies for Units within Arts and Humanities:

1. Members of the Faculty of Arts and Humanities may book these rooms up to one year in advance for academic and University-related events.
2. Student groups may book these rooms only if a department within Arts and Humanities takes responsibility for the event

### Policies for Units outside Arts and Humanities:

1. If the rooms are still available, academic and administrative groups outside the Faculty of Arts and Humanities may book the rooms within three months from the date in question. Use of the rooms is strictly limited to academic and University-related events.
2. The Dean of Arts and Humanities may allow the President's Office and other Deans to book the rooms up to one year in advance for events of very special significance. Generally, the Dean-to-Dean privilege may be invoked only once a year per Faculty.

### **Conron Hall: UC 3110**

1. Between 8:30 am and 5:30 pm Monday to Friday throughout the academic year, Conron Hall is a general use classroom and is controlled by IPB. Otherwise, the room is controlled by the Faculty of Arts and Humanities. Departments wishing to book the room for an academic purpose after 5:30 pm or on weekends or during the summer may send a request through the Dean's Office website.
2. If Conron Hall is booked for any purpose that is not strictly academic, a charge will be applied for the use of the room. IPB will process that charge, regardless of the time of booking.
3. The Dean of Arts and Humanities may allow the President's Office and other Deans to book Conron Hall up to one year in advance for events of very special significance. Generally, the Dean-to-Dean privilege may be invoked only once a year per Faculty.
4. The person or unit booking the room must provide a department speedcode and six digit account number acknowledging responsibility for clean-up and repairs if required.

**The request will not be processed until this is done.**

5. Units within Arts and Humanities may book Conron Hall up to one year in advance.

6. Units outside Arts and Humanities may book Conron Hall within three months of the planned event.
7. The stage must be kept neat and tidy with no safety hazards. The unit that has booked Conron Hall will be held responsible for any safety violations.
8. The AV cabinet for Conron Hall is accessed by a [General Use AV key](#) issued by WTS.
9. There will be absolutely no food or drink allowed in Conron Hall.
10. No blanket bookings will be permitted.
11. Noise loud enough to interrupt academic function will not be tolerated. Groups that violate this policy or any of the others outlined above may be banned from Conron Hall in the future.

*Revised Oct 2018*