



Association of
**Workplace
Educators**
of Nova Scotia

ROOM BOOKING FORM

This form must be completed by the Instructor/Facilitator

CONTACT NAME:	AWENS MEMBER? <input type="checkbox"/> YES <input type="checkbox"/> NO
INSTRUCTOR/FACILITATOR NAME:	
PHONE NUMBER:	EMAIL:
ORGANIZATION/COMPANY NAME:	
NAME OF COURSE/EVENT:	TYPE OF EVENT: (check box)
NUMBER IN ATTENDANCE:	<input type="checkbox"/> Training/Professional Development
PLEASE NOTE:	<input type="checkbox"/> Meeting
AWENS provides a professional environment for adult learners. Those under 18 years of age require permission from AWENS to attend.	<input type="checkbox"/> Lecture/Information Session
	<input type="checkbox"/> Conference
START DATE:	END DATE:
START TIME:	END TIME:
PLEASE NOTE:	
Participants/Attendees will not be given access to the Event/Classroom until the Instructor arrives. There may be other classes/meetings taking place at the time. Please advise those attending to arrive only <u>15 minutes</u> before the start time.	

REQUESTED ROOM TYPE: (Please check box)

NOTE: *Please be aware that the room requested may not be available at the time of the event/class, as we cannot guarantee availability.*

- Classroom (lab) (maximum capacity 14)
- Banquet Room (maximum capacity 24)
- Board Room (maximum capacity 6)

A/V & TECHNICAL REQUIREMENTS (Please check all that apply)

- AWENS Instructor Laptop
- AWENS Laptops (participant use) * Laptop Quantity: _____
- Flip Chart
- Power Bars
- Projector

➤ Will the projector be used via personal laptop? YES NO

(It is recommended to come in and test compatibility with your own personal equipment)

PLEASE NOTE:

Printing services are NOT available.

REQUESTED ROOM SETUP (BANQUET ROOM): *SEE DIAGRAMS ON NEXT PAGE*

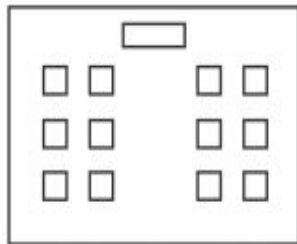
(Please check box)

- Classroom (all attendees face the front)
- Theatre (chairs in rows-no tables)
- Boardroom (conference style)
- U-shaped (best for Executive meetings)
- Cluster/Groups (best for group work)
- Circle of Chairs (best for discussion groups)

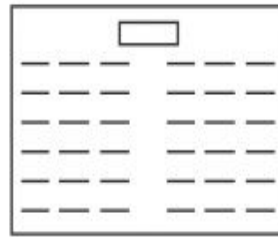
PLEASE NOTE:

The diagrams below are used as a reference, and may not be exactly the same due to room size and shape.

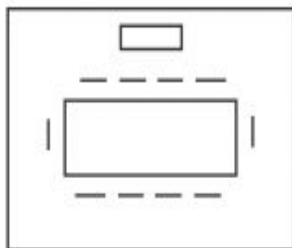
ROOM SETUP OPTIONS



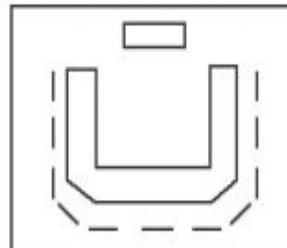
Classroom



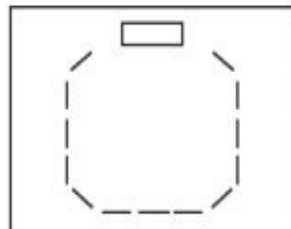
Theatre



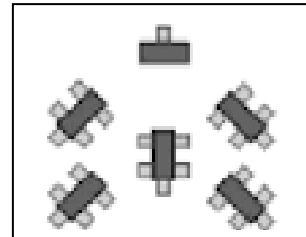
Boardroom



U-shaped



Circle of chairs



Cluster/Groups

***Additional Room Setup Requirements:**

FOOD & BEVERAGE

Catering

Catering options available at an additional cost. Please inquire.

Kitchen Use

For large events, individuals are provided access to the kitchen for use of a fridge, microwave, and dining table.

Coffee/Tea/Water

Coffee, tea and water are available in the meeting rooms for participants.

ROOM BOOKING FEES

FULL MEMBERS:

There is no cost for AWENS Members to book a meeting space for WEI delivered courses. For all other room bookings there is a \$50/ half day session room booking fee. This cost is subject to change depending on requirements.

Materials included in the room booking fee for MEMBERS are as follows:

- ✚ AWENS Laptops (**ONLY WEI classes- All other classes can rent laptops at a fee of \$25.00**)
- ✚ Projector
- ✚ Power bars
- ✚ Flip Chart & Markers

ASSOCIATE MEMBERS & NON-MEMBERS:

There is a \$75/ half day session room booking fee for AWENS Associate Members and a \$100/half day session room booking fee for Non-Members. This cost is subject to change depending on requirements.

Materials required for ASSOCIATE & NON-MEMBERS will be charged an additional fee:

- ✚ Projector = \$10.00
- ✚ Power bars (up to 3) = \$5.00
- ✚ Flip Chart & Markers = \$5.00

IMPORTANT: Please arrange a visit to the office prior to event for site check:

- ✚ Walk through of facility opening & closing procedures
- ✚ Projector & Wi-Fi access

AWENS ROOM & EQUIPMENT USE POLICY

The purpose of this policy is to provide for the consistent management of AWENS space, which conforms to the core mission of the association. In order to make all programs a success, we appreciate your understanding of and cooperation with the following:

- ✚ An AWENS Room Booking Form **MUST** be completed by the Instructor to confirm all bookings.
- ✚ The maximum number of persons must not exceed the approved capacity of each room. Due to fire regulations any persons that exceed capacity will be asked to leave.
- ✚ Individuals/Organizations are responsible for the room in its original condition at the end of each session. This includes:
 - ✓ *Placing all garbage (including food) in garbage dispensers available on site*
 - ✓ *Ensuring kitchen is tidy*
 - ✓ *Pushing all chairs in, and putting furniture back to its original condition (if moved)*
 - ✓ *The assigned laptop(s) should be in their original condition, with all laptop(s) powered off*

After Hours Usage

- ✓ *Fire hazard check before departure? E.g. Are chairs and/or furniture a proper space away from heaters? Have you turned off appliances in the kitchen (ie. Toaster)?*
- ✓ *Is the projector turned off?*
- ✓ *All lights should be turned off and office doors locked (please check back door to ensure it is secured) upon departure from facility.*

I have read and agree to abide by the AWENS Room & Equipment Use Policy

SIGN: _____ DATE: _____

AWENS OFFICE

Operating Hours: Monday-Friday 8:30 a.m. - 4:30 p.m.

PLEASE NOTE:

AWENS office is closed on all Statutory Holidays and Halifax Regional School Board Snow Closure days (if schools are closed, AWENS office is also closed and classes will need to be re-scheduled).

CONTACTS

Emergency Contact

Please Call: Nancy Thompson, Executive Director, 902-877-3206

Require Assistance

Please Call: Nancy Thompson 902-877-3206, or Shanon Sheppard 902-229-5140