



Inspiring Innovation and Discovery

DBHSC Room Rentals & Policies

David Braley Health Sciences Centre

100 Main Street West
Hamilton ON L8P 1H6

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Purpose: The David Braley Health Sciences Centre (DBHSC) is dedicated to creating and maintaining a safe, clean and inspirational educational environment for its Faculty, Staff and Visitors. We are committed to supporting the teaching and academic needs of the University.

Types of Bookings & General Booking Policies

The DBHSC is restricted to events of an academic nature such as conferences, community engagements including the City of Hamilton events, teaching and in some cases internal social events organized by McMaster University.

- **Single Booking:** one date at a specified time. Requests can be made one calendar year in advance. It is recommended that single booking requests be made at least 48 hours in advance.
- **Recurring Booking or Academic Classes:** numerous dates booked at a specific time. Recurring events can be made one calendar year in advance.
- All requests must be made by submitting a room booking form. Please allow 72 hours for requests/changes to be processed.
- Each request will be limited to one (1) booking contact. Other parties/individuals will be referred back to the initial requester.
- Rooms at DBHSC are available to book Monday to Thursday from 7am to 8pm and Friday from 7am to 7pm. If you wish to book outside of these hours or on a weekend; additional rates will apply and are not limited to; security and housekeeping.

Room Setups

- Rooms will be setup as posted each in respective room unless otherwise noted on your room booking request form. All setups requested after the form is submitted must be given in writing at least seven (7) days prior to the event date. Failure to follow this policy could result in additional labor charges.
- Rooms will be electronically unlocked and locked based on the time you have booked and been approved for. No same day changes will be accommodated.
- All rooms are equipped with the Av noted in pages 6 through 22. CSU has an onsite tech available from 8am to 4pm and can be reached at grimaldi@mcmaster.ca
- DBHSC has the following rental items available:

Catering setup tables (not seating tables)	\$5.00 each	8 total that are 4 feet each
Cocktail tables	\$5.00 each	10 in total
Standard Black Chairs	\$1.50 each	100 in total

Parking

All parking inquiries are to be sent to Parking Services directly at parking@mcmaster.ca

Catering

- DBHSC's preferred caterer is McMaster's Catering Services. Their information can be found here.
<https://hospitality.mcmaster.ca/catering-gifts/catering-menus/>
- If you wish to use an external caterer it must be approved by the Building Operations Office first. Please include this information on your room booking form. Once approved the following policies will apply:
 - Drop off of all catering items, food, beverage etc. are required to do so through our loading dock located across from our parking lot at the Art Gallery end of the building.
 - The loading dock has an allotment of 20 minutes per vehicle. If longer time is required, you will need to park in the lot and be responsible for paying the parking rate.
 - Pickup of all catering items, food, beverage etc. are required to do so through our loading dock located across from our parking lot at the Art Gallery end of the building.
 - The client or the caterer is responsible for covering DBHSC's tables to avoid damage.
 - Damage fee to anything in the building including the building is a minimum of \$500.
 - The External Caterer is required to return for their items by the end time the client has specified to DBHSC. If not picked up in a timely manner the room rate will apply until it is picked up.
 - There is no cooking permitted on site.

IMPORTANT:

- There is no kitchenette onsite for external caterers.
- The teaching rooms and hallways are not equipped with outlets for coffee makers etc. A laptop and cell phone charge are the extent of the power usage.
- If you are offering a bar service you MUST arrange it with McMaster Catering Services

Signage

Signs/posters are not permitted to be displayed on walls unless approved by the Building Operations Office. Once approved the only form of hanging them is with painters tape. Nothing is permitted to be hung on the copper walls on the second floor.

Damage & Security

DBHSC reserves the right to inspect and control all private events held on premises. Only the Building Operations Office is permitted to move any of the furniture belonging to DBHSC. The event organizer will be held responsible for any damage to the floors, walls or carpets caused by its facilitators, attendees, suppliers etc. Liability for damages on premises will be charged accordingly. Event organizers are responsible for everyone at their event while on premises. Please remove all personal effects etc from the room at their end of your event. There is no onsite storage. Belongings left behind are considered abandoned and will be reported as lost and found or disposed of given the nature of the item.

Balloons are not permitted inside DBHSC.

Cancellations

Cancellations within 24 hours will occur 100% of the charges provided. Should McMaster University close for any reason such as and not limited to, inclement weather; there will be no cancellation or other charges incurred.

External Information

External room requests are available to staff, the general public and outside organizations who are not affiliated with McMaster University. Please refer to the McMaster policy for *University Facilities for Non-Academic Purposes*
<https://secretariat.mcmaster.ca/app/uploads/2019/06/Use-of-University-Facilities-for-Non-Academic-Purposes-Policy-on.pdf>

Full rates are charged to external clients who are defined as individuals or groups with no direct link, University affiliation or are charging a registration fee. External groups may not reserve regular blocks of space during the academic year. Rates can be found on pages 6 through 22.

Internal Information

Internal room requests are available to all McMaster University departments. Internal rates are charged to internal clients who are defined as any McMaster department with a University Mosaic account number for the purposes of billing. Internal groups may reserve space during the academic year after the academic curriculum needs have been addressed. Note: If an internal group books an event that requires a registration fee to be collected then external rates will apply. Rates can be found on pages 6 through 22.

Weekend Bookings

Weekend bookings that are approved with the Building Operations can occur and additional rates will apply and include but are not limited to; housekeeping, security and operating charges.

Health & Safety

All event organizers are responsible for reviewing the McMaster Emergency Guidebook.

The purpose of the McMaster Emergency Guidebook is to provide McMaster faculty and staff with a clear, concise and up-to-date safety resource to help them to prepare for and deal with emergencies. While emergencies are typically unpredictable, we hope to provide foundational health and safety knowledge that can assist our faculty and staff in times of crisis. Being prepared and informed can be critical when urgent action is needed, and the McMaster Emergency Guidebook has been compiled with this in mind.

Please find the full guidebook here:

<https://security.mcmaster.ca/app/uploads/2020/03/Emergency-Guidebook-2018.pdf>

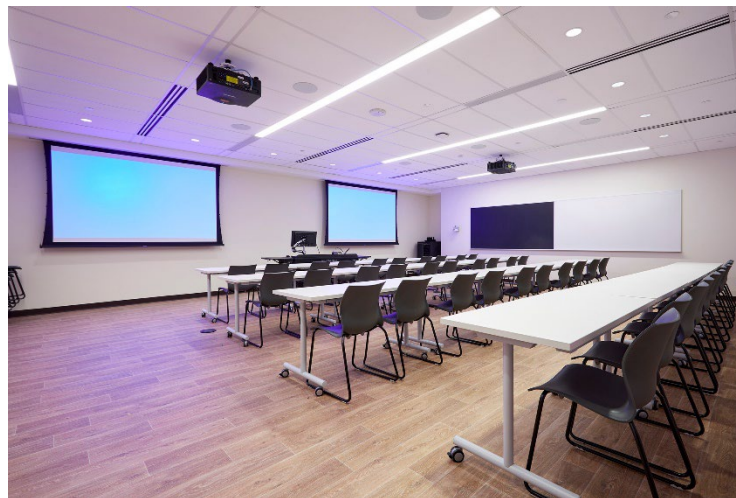
Room 1005A

Our new conference room on the first floor is equipped with tables and chairs to seat 48 people. Its AV capabilities consist of two projectors and two screens. The room also has a blackboard and a whiteboard.

Zoom available in room 1005A

Internal Rates:		
Hourly:	4 Hours:	Full Day:
\$65.00	\$175.00	\$310.00

External Rates:		
Hourly:	4 Hours:	Full Day:
\$90.00	\$255.00	\$485.00

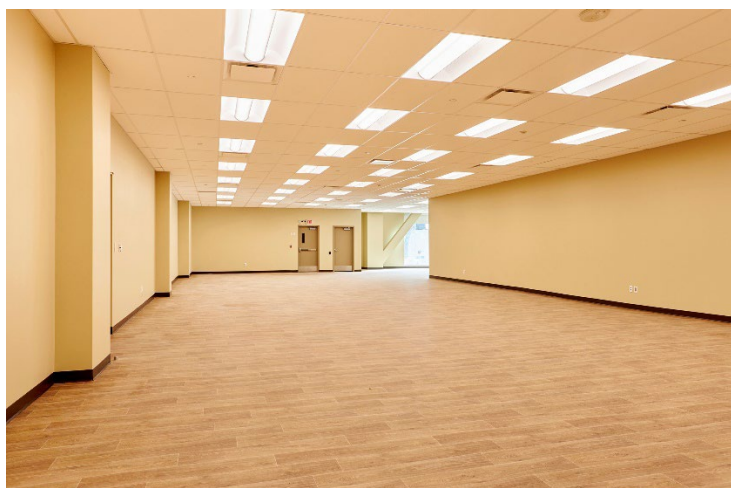


Room 1017A

Our second new room located on the first floor is approximately 4000SF. It is ideal for standing receptions, theatre style events or poster board setups. It can accommodate up to 120 people. This space is rented as a blank slate. Tables, chairs, Av etc would be at the users desire to rent in from a rental company. The Facility Coordinator can assist with these rentals.

Internal Rates:		
Hourly:	4 Hours:	Full Day:
\$60.00	\$225.00	\$400.00

External Rates:		
Hourly:	4 Hours:	Full Day:
\$200.00	\$700.00	\$1400.00



Room 2004

This room is equipped with tables and chairs to seat 20 people. Its AV capabilities consist of SmartTV that you can connect your USB stick or laptop to. The room also has blackboard and whiteboard.

Internal Rates:		
Hourly:	4 Hours:	Full Day:
\$20.00	\$75.00	\$140.00

External Rates:		
Hourly:	4 Hours:	Full Day:
\$35.00	\$115.00	\$230.00



Room 2005

This room is equipped with tables and chairs to seat 20 people. Its AV capabilities consist of a projector and screen. The room also has a blackboard and a whiteboard.

Internal Rates:		
Hourly:	4 Hours:	Full Day:
\$20.00	\$75.00	\$140.00

External Rates:		
Hourly:	4 Hours:	Full Day:
\$35.00	\$115.00	\$230.00



Room 2008

This room is equipped with tables and chairs to seat 38 people. Its AV capabilities consist of two projectors and two screens. The room also has a two blackboards and a two whiteboards.

Zoom available

Internal Rates:		
Hourly:	4 Hours:	Full Day:
\$40.00	\$150.00	\$280.00

External Rates:		
Hourly:	4 Hours:	Full Day:
\$65.00	\$230.00	\$460.00

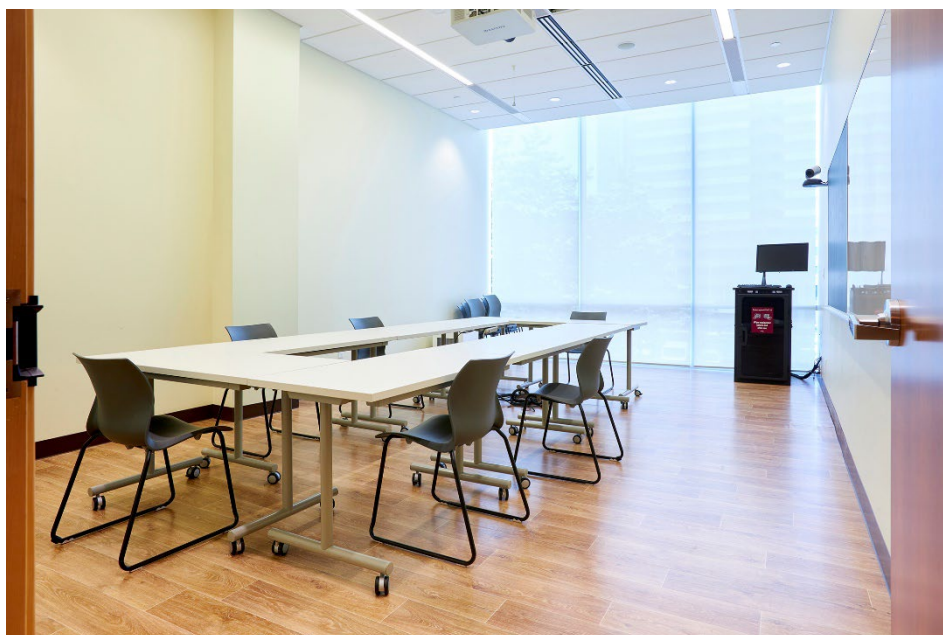


Room 2010

This room is equipped with tables and chairs to seat 20 people. Its AV capabilities consist of a projector and screen. The room also has a blackboard and a whiteboard.

Internal Rates:		
Hourly:	4 Hours:	Full Day:
\$20.00	\$75.00	\$140.00

External Rates:		
Hourly:	4 Hours:	Full Day:
\$35.00	\$115.00	\$230.00



Room 2011

This room is equipped with tables and chairs to seat 20 people. Its AV capabilities consist of a projector and screen. The room also has a blackboard and a whiteboard.

Internal Rates:		
Hourly:	4 Hours:	Full Day:
\$20.00	\$75.00	\$140.00

External Rates:		
Hourly:	4 Hours:	Full Day:
\$35.00	\$115.00	\$230.00



Room 2013

This room is equipped with tables and chairs to seat 20 people. Its AV capabilities consist of a projector and screen. The room also has a blackboard and a whiteboard.

Internal Rates:		
Hourly:	4 Hours:	Full Day:
\$20.00	\$75.00	\$140.00

External Rates:		
Hourly:	4 Hours:	Full Day:
\$35.00	\$115.00	\$230.00



Room 2017

This room is equipped with tables and chairs to seat 20 people. Its AV capabilities consist of a projector and screen. The room also has a blackboard and a whiteboard.

Internal Rates:		
Hourly:	4 Hours:	Full Day:
\$20.00	\$75.00	\$140.00

External Rates:		
Hourly:	4 Hours:	Full Day:
\$35.00	\$115.00	\$230.00



Room 2018

This room is equipped with tables and chairs to seat 25 people. Its AV capabilities consist of a projector and screen. The room also has a blackboard and a whiteboard.

Zoom available in room 2018

Internal Rates:		
Hourly:	4 Hours:	Full Day:
\$20.00	\$75.00	\$140.00

External Rates:		
Hourly:	4 Hours:	Full Day:
\$35.00	\$115.00	\$230.00



Room 2019

This room is equipped with tables and chairs to seat 25 people. Its AV capabilities consist of a projector and screen. The room also has a blackboard and a whiteboard.

Internal Rates:		
Hourly:	4 Hours:	Full Day:
\$20.00	\$75.00	\$140.00

External Rates:		
Hourly:	4 Hours:	Full Day:
\$35.00	\$115.00	\$230.00



Room 2023

This room is equipped with tables and chairs to seat 25 people. Its AV capabilities consist of a projector and screen. The room also has a blackboard and a whiteboard.

Internal Rates:		
Hourly:	4 Hours:	Full Day:
\$20.00	\$75.00	\$140.00

External Rates:		
Hourly:	4 Hours:	Full Day:
\$35.00	\$115.00	\$230.00



Room 2035

This room is equipped with tables and chairs to seat 38 people. Its AV capabilities consist of a projector and SmartScreen. The room also has a blackboard and a whiteboard. If booked together with room 2036 there is a movable wall between the two rooms. If the wall is up the rooms can accommodate 76 people.

Zoom available in room 2035

Internal Rates:		
Hourly:	4 Hours:	Full Day:
\$40.00	\$150.00	\$280.00

External Rates:		
Hourly:	4 Hours:	Full Day:
\$65.00	\$230.00	\$460.00



Room 2036

This room is equipped with tables and chairs to seat 38 people. Its AV capabilities consist of a projector and SmartScreen. The room also has a blackboard and a whiteboard. If booked together with room 2035 there is a movable wall between the two rooms. If the wall is up the rooms can accommodate 76 people.

If room 2036 is booked on its own; there is no zoom capabilities but if booked with 2035 they can run in combined mode

Internal Rates:		
Hourly:	4 Hours:	Full Day:
\$40.00	\$150.00	\$280.00

External Rates:		
Hourly:	4 Hours:	Full Day:
\$65.00	\$230.00	\$460.00



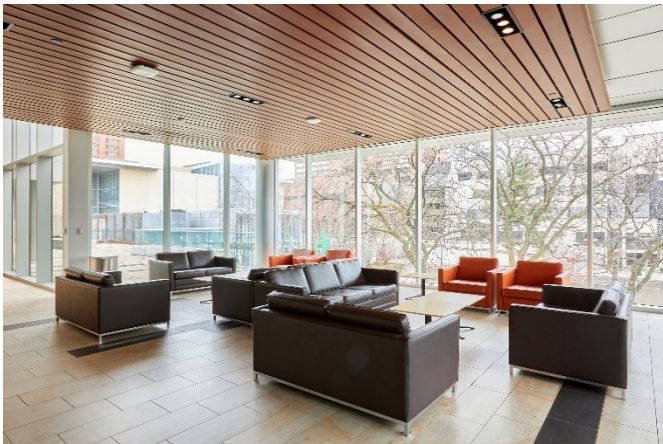
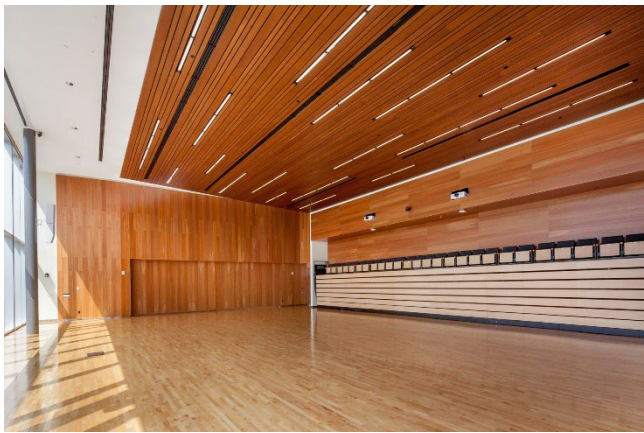
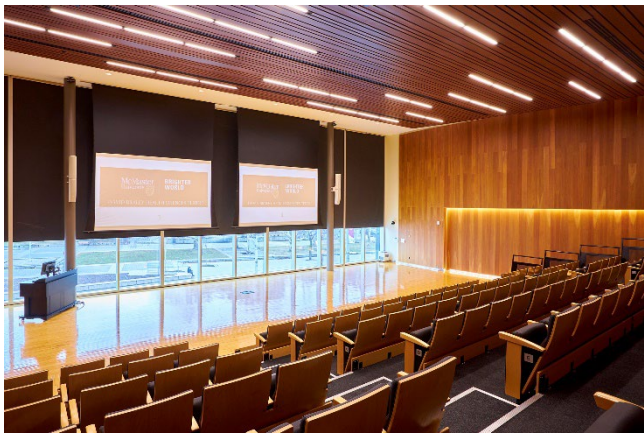
Room 2032
Auditorium/Large Event Space

This room is equipped with retractable bleacher seating for 158 people. Its AV capabilities consist of two projectors and two screens. There is also a sound system with three handheld microphones and one lapel microphone. When booking the auditorium there are also two breakout spaces on either side of it.

Direct Zoom available

Internal Rates:		
Hourly:	4 Hours:	Full Day:
\$60.00	\$225.00	\$400.00

External Rates:		
Hourly:	4 Hours:	Full Day:
\$200.00	\$700.00	\$1400.00



Room 6001
Bayview Room/Large Event Space

The Bayview Room is located on our sixth floor with spectator views of the Bay and the City of Hamilton. This space is rented as a blank slate. Tables, chairs, Av etc would be at the users desire to rent in from a rental company. The Facility Coordinator can assist with these rentals. This room also has a servery for a catering staging area as well as a small kitchenette.

***Note:** There is soft seating setup inside Bayview. They can remain and be used as part of an event or they can be removed at an additional cost.

Internal Rates:		
Hourly:	4 Hours:	Full Day:
\$60.00	\$225.00	\$400.00

External Rates:		
Hourly:	4 Hours:	Full Day:
\$200.00	\$700.00	\$1400.00



Room 6001BD, 6001BC, 6001BB

These executive meeting rooms are equipped with tables and chairs to seat six people each.

*Note: these rooms do not come with AV capability.

Internal Rates:		
Hourly:	4 Hours:	Full Day:
\$50.00	\$175.00	\$300.00

External Rates:		
Hourly:	4 Hours:	Full Day:
\$65.00	\$230.00	\$460.00



David Braley Health Sciences Centre
100 Main Street West, Hamilton ON L8P 1H6
<https://dbhsc.healthsci.mcmaster.ca/>

Room Booking Contact

Building Operation Office
905-525-9140 ext 28061
mhcroombooking@mcmaster.ca

Room Booking Form

https://dbhsc.healthsci.mcmaster.ca/wp-content/uploads/2023/06/ROOM-BOOKING-FORM_20231.pdf



DBHSC Building Operations Office has the right to revise this document when required. Information provided in your contract will supersede this document. Insurance coverage is applicable for all external clients. All McMaster University property is a smoke free environment.