

Institute for Coastal Research (ICR)

Room & Equipment Booking Guidelines

The following rooms and equipment are available for booking through the Research & Scholarly Activity Office.

Rooms Available - Building 305

Room 440 ICR Faculty Lounge (estimated occupancy 35-40)
Room 444 ICR Conference Room (estimated occupancy 20-24)
Room 458 ICR Meeting Room (estimated occupancy 10)

Equipment Available – The following equipment items are available for use within the ICR facility but must be arranged in advance through a Research Office staff member:

Data Projector
Laptop
Speakerphone
Coffee Urn
Smartboard
Duets – microphone speaker set for laptops or for the telephone.

Research and Scholarly-Related Activities – The Canada Foundation for Innovation (CFI) funded the construction of the Institute for Coastal Research facility for faculty research and scholarly-related activities. The CFI makes it clear they do not fund instructional facilities or equipment as that is the mandate of the provinces. Therefore, research and scholarly-related activities receive first priority for all room and equipment bookings. We will do our best to accommodate all requests.

Information Required for Bookings – For all room bookings, the following information is required:

- Name of the event/meeting (with indication whether research-related or not)
- Organizer of event and local/phone number
- ICR equipment needed
- Anticipated number of people attending
- Name and local of person responsible for clean-up

For More Information or to Book a Room – Contact a Research Office staff member:

Lyn Johnson Local 2676 or johnsonl@viu.ca
Gail Miller Local 2761 or millerlg@viu.ca

Room & Equipment Bookings – User Instructions

Welcoming people at your event – When welcoming people to the Institute for Coastal Research, we would like people to acknowledge that we are in traditional Snuneymoux (snu-nay-mou) or Coast Salish First Nations Territory. If there is a First Nations person at the event, especially an Elder, the protocol is to acknowledge them as you welcome people.

We also ask that you inform people of the escape routes in case of a fire or earthquake. There are two exits (one towards the Writing Centre and into the Library) and the route where you entered which leads to the outside of the building (the preferred route unless it is blocked). If it is an earthquake please stay away from the outsides of the library building where there could be a danger of falling glass. The meeting place to congregate is on the roadway 100 feet or so in front of the outside stairs.

Washrooms – In the main entrance lobby.

How to find the ICR facilities – When advertising an event being held at the Institute for Coastal Research, please be clear in the directions that the Institute for Coastal Research is NOT in the Library. While it is in Building 305, one cannot get into the ICR from within the Library proper on the 4th floor. We suggest you cut and paste these directions into your notice:

Use the staircase to left of Jumpin Java then enter through doorway at top (before proceeding along ramp); or use the main Library entrance (beneath the glass Arbutus stencil) then take the elevator in the alcove on your left. Click here for driving instructions, a map of the campus, parking information and directions to the ICR:
<http://www.viu.ca/research/aboutresearchatVIU/WhereToFindUs.asp>

After Hours Use – If you have an event that will run outside of normal office hours (8:00 a.m. – 4:00 p.m.), or if you need access to the space before 8:00 a.m., please be sure to discuss this with a Research Office staff member to ensure arrangements are made in advance for unlocking and locking your meeting room. After-hours or weekend access can be arranged.

Food & Beverage Catering – VIU's upper Cafeteria has expanded their services to include delivery and set-up in Building 305. For more information, contact Kim MacLeod in Food Services at local 6125 or mcleodk@viu.ca or check out the Campus Caters webpage at <http://www.viu.ca/catering/index.asp> .

Clean-Up – We ask that all users clean up their room for the next occupants. Be sure to:

- Clean off white board.
- Throw garbage in garbage container.
- Wipe table, if needed.
- Return tables to their proper position.
- Push chairs in and return borrowed chairs to their proper location.
- Return borrowed equipment (conference phone, data projector or laptop) to the Research Office.
- Lock door, if after hours or weekend event, and return keys to Research Office.