

## ISCD meeting room policies

### 1. Who

ISCD meeting rooms ("Rooms") are intended primarily for ISCD meetings conducted by ISCD affiliates and collaborators ("Groups").

Rooms may not be used for commercial or social purposes.

### 2. Costs

Use of Rooms, and of tables, chairs and equipment in Rooms, is free of charge. Groups are responsible for set-up, break-down, and clean-up of Rooms.

Reasonable charges will be assessed for any damage to Rooms and their contents beyond normal wear and tear, for failure to break down Rooms, or for any required clean-up, in which case Groups will be denied subsequent use of Rooms until payment is received.

### 3. Reservations

Reservations for all meeting rooms are handled by booking form or by emailing [mailto:contact\\_iscd@upmc.fr](mailto:contact_iscd@upmc.fr)

Groups may request a reservation for rooms for the current month plus the next three months.

Individual Groups may not use Rooms more than once a week for a three months period.

If demand is heavy, reservation requests may be denied to allow other Groups use of the room.

Applicants (representing the Group) must be researchers, staff, or PhDs from SU.

### 4. Confirmation

1. Rooms are not reserved until Groups receive a Confirmation from ISCD.
2. Confirmation will be given upon:
  - a. Verification of information on the application, and
  - b. ISCD determination of availability.

### 5. Conditions

1. Smoking is not allowed in any ISCD building;
2. Non-alcoholic beverages and light refreshments may be served;
3. Groups must have at least one SU affiliate present at all meetings;
4. Attendance is limited to the posted Room maximum allowed by the Hygiene and Security Committee at each location;
5. All Meetings must conclude 30 minutes prior to the campus's closing; all Groups must exit the building at closing.

### 6. Cancellation

1. ISCD requests that Groups provide 24 hours of notice for any meeting cancellation. Failure to provide this notice may jeopardize future bookings;

2. Reservations for Rooms will be automatically cancelled when ISCD closes for emergency situations;
3. ISCD reserves the right to:
  - a. End meetings and/or deny future booking requests for Groups which damage Rooms, leave debris, or cause complaints due to excessive noise or improper behaviour;
  - b. Cancel reserved Rooms in the event of extenuating circumstances.

## 1. Equipment

1. ISCD communications systems (wireless connectivity) may be used by Groups for any purpose;
2. Equipment belonging to Groups may not be stored at ISCD between meetings;
3. While Groups may use their equipment at their own risk, ISCD will not assume responsibility for same.

## 2. Endorsement/Liability

Granting permission to use Rooms does not constitute ISCD endorsement of Groups.

*If you have any question or concerns regarding these policies, please send an email to:*

[contact\\_iscd@upmc.fr](mailto:contact_iscd@upmc.fr)