

2020 October 15

Good Morning,

As a friendly reminder, please note the following:

- **Etherington Hall and Richardson Lab Room #104 are booked centrally.**
- **In order to request one of these spaces, your request must be first emailed to Denis Bourguignon (cc Allison Leverette).**
- **To facilitate this process, please complete the attached form and send it with your email request to Denis.**
- **Your request will then be forwarded to central Queen's for formal booking.**
- **Kindly submit your requests for centrally booked rooms at least one-week in advance. Next-day bookings cannot be processed at this time.**

There are additional buildings (with limited capacity) on campus that are available for booking. More information on what is available can be found at [this webpage](#).

Lastly, we also wanted to share that Queen's students now have access to 40 hours per month of study space available in Stauffer Library for the fall term. Students can book their study space [here](#). Please share this information as appropriate!

If you have any questions, please do not hesitate to reach out.

**Kind regards,
Mikaila**

**Mikaila De Sousa, B.Ed., OCT, PME
Program & Event Coordinator, Office of Professional Development & Educational Scholarship
Learning Experience Advisor, Master of Health Professions Education Program
Academic Assistant, Bachelor of Health Sciences
Faculty of Health Sciences | Queen's University
68 Barrie St. Kingston, ON K7L 3N6**

FHS BOOKING REQUEST FOR ACADEMIC USE IN QUEEN'S CENTRAL BUILDINGS

Academic programming and related activities take priority on campus. For non-academic ad hoc bookings, use the central room reservation [booking form](#).

Kindly complete this form and submit to Denis Bourguignon and copy Allison Leverette.

Who is making this request?	<i>Name and position of individual making the request</i>		
	<i>Administrative Contact (please include email)</i>		
What is being requested?	<i>Number of rooms requested</i>		
	<i>Name of rooms (and building) requested</i>		
When is this needed?	<i>What dates are you requesting?</i>		
Nature of the event	<i>Please describe the nature and purpose of the educational event.</i>		
	<i>How many people will be using this space?</i>		
How do you plan to meet COVID-19 safety protocols?	<i>Describe the safety measures in place for this request.</i>		