



# **Room Booking Procedures and Protocols at SIGN on Broadway**

**October 2021**



## Booking your meeting room

- ◆ Meeting rooms are booked through the Building Manager, SIGN on Broadway:  
**Marlene Markham**  
**Telephone 306-783-9425**  
**Email [m.markham@signyorkton.ca](mailto:m.markham@signyorkton.ca)**
- ◆ To avoid disappointment, please book your meeting room well in advance of the meeting date. Our spaces are limited and are booked up quickly.
- ◆ The Pandemic Meeting Room Rental Information sheet is attached. It provides prices for the meeting rooms and some of the food/beverages we can provide and the cost. We are always willing to try and accommodate our renters needs, provided we are given enough notice. Food/beverages can be brought in but lunch buffets are not allowed at this time. All food must be individually portioned.
- ◆ Please state if lunch is required, if there are any dietary restrictions, and approximate number of people attending. You will be contacted closer to the date for final numbers.
- ◆ We are following Covid-19 pandemic protocol by setting up tables and chairs to allow for social distancing so we can only accommodate a limited number of people in meeting rooms.

Regency Room: Maximum capacity is 30 persons

Dominion Room: Maximum capacity is 15

Boardroom: Maximum capacity is 4



## Meeting room screening

- ◆ Masks are required in all common areas of our building. Please remind your meeting attendees beforehand to ensure they bring their own mask, or provide our front desk with masks to hand out. SIGM can provide masks if necessary for a cost of \$1.00 each, which will be added to your final invoice.
- ◆ Parking is available in the East parking lot. All meeting attendees will enter the building at the front doors facing Broadway Street. All other doors are locked and entrance will not be permitted.
- ◆ All meeting attendees are requested to self monitor and stay home if they are feeling unwell.
- ◆ Ensure all meeting attendees wear masks and observe social distancing practices at all times in all common areas, hallways, lobby and outside their meeting room, especially if there is more than one meeting scheduled .
- ◆ Hand sanitizing stations are located near each meeting room. Please encourage frequent use. Frequent handwashing for at least 20 seconds is also recommended.
- ◆ Encourage attendees to utilize sanitizing wipes provided in washrooms to wipe all touch points (flush, tap and door handles, counter, light switch, etc.) to reduce the chance of transfer between users.
- ◆ Meeting attendees are required to follow all directional arrows. Front lobby stairs are to be used for access to meeting rooms on the lower level, east door is to be used to exit from building.
- ◆ All precautions are taken so that, in the event that a meeting room guest is asymptomatic, we can reduce the chance of the spread of Covid-19 to other attendees.
- ◆ We appreciate your co-operation! Enjoy your meeting.



## Meeting Room Rentals

Group: \_\_\_\_\_  
 How do you want your meeting posted on the directory in the lobby?

Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Number attending: \_\_\_\_\_

Date of event: \_\_\_\_\_  
 Start time: \_\_\_\_\_  
 End time: \_\_\_\_\_

Billing info: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Meeting rooms:	Half day	Full day	Sanitizing surcharge	Total
Regency Room	\$90.00	\$175.00	\$40.00	
Dominion Room	\$60.00	\$100.00	\$30.00	
Boardroom	\$40.00	\$75.00	\$10.00	

Item	Cost	Amount	Total
12 cookies	\$6.00		
12 muffin/donut	\$12.00		
Soft drink/juice box	\$1.00		
Bottled water	\$1.00		
Granola bar	\$0.50		

**Audiovisual equipment:**

			Summary
Flip chart	\$5.00		
LCD projector	\$25.00		Room
Screen package	\$5.00		Equip.

**Total room/equipment:**

*Food prices subject to change without notice*

+ **Total food:**

= **Grand total:**

Set Up: *Example: U shape, boardroom, chairs only, classroom, etc.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We require **24 hours notice of cancellation**. One-half cost of room rental will be charged if not provided.  
 All prices are subject to change. Prices do not include GST. This is not an invoice.