

## James Cook University, Townsville

**Important information for users of:                   ATSIP Seminar Room (DB 145-030)**

**ATSIP Boardroom (DB 145-032)**

**Adjoining kitchen facilities**

As part of the room booking please be aware of the following:

#### *Induction*

- It is a responsibility of the meeting host to induct attendees prior to commencement of event, including location of Emergency Assembly Area (see Figure 1 on next page)
- Amenities are accessible via the rear corner door in the seminar room, boardroom attendees may request access via reception, or if unattended there are toilets available at building 142 (The Science Place).

#### *Room Set Up & Return*

- Room setup is the responsibility of the user
- Seminar room needs to be returned to theatre style and tables returned to their storage space, board room chairs pushed under table, **blinds over Emergency Exits must be raised**
- Except during inclement weather conditions, tables may be utilised on outside deck as long as these are returned inside directly upon completion
- Affixing items to walls is not permitted: includes use of Blu-tack, tape, sticky fabrics
- Please do not remove any equipment from rooms or kitchen

*Seminar Room in Theatre Style*



*Boardroom*

#### *Catering & Kitchen facilities*

- Coffee/Tea/Milk/Sugar is not supplied or stocked as part of the room booking, these items and any other catering requirements must be arranged by the user
- Hot and cold water is provided in the kitchen facilities
- The Seminar Room has a servery providing direct access to hot and cold water. There is no direct servery to the Boardroom, and users must enter the kitchen to access the hot and cold water.
- There are two fridges in the kitchen to store catering – available space should be confirmed with reception.
- Cutlery and crockery is available for use. Please place used items into the dishwasher at the end of the meeting and turn the dishwasher on. Dishwashing tablets are available under the sink.

#### *Clean Up*

- Please ensure kitchen and meeting space is left clean and tidy. Meeting host will be responsible to cover costs if cleaners are engaged.
- Rubbish needs to be collected and placed in rubbish bins provided – yellow lid bin for recyclable products, red lid bin for general waste. There is also an under-bench rubbish bin accessible through the silver lid on the bench top.
- Ensure any odorous leftover food including seafood is placed directly in the outside industrial bin
- Note the person/contact booking the room will be responsible for ensuring the room and kitchen area is left tidy

#### *Technical*

- If there are difficulties with any equipment in the room please contact JCU AV Support on Ext 14643
- For Wi-Fi Passwords please contact JCU AV Support on Ext 14643

- Ensure VC equipment is turned off when finished
- Printing facilities are not available in either room or at reception

*Other issues*

- Any other non-technical issues, including room maintenance, to be directed to the ATSIP Facilities Manager [AtsipFM@csiro.au](mailto:AtsipFM@csiro.au)

***For changes to your room booking or for future room bookings, please contact JCU Scheduling Services on Ext 15112 or [roombookings@jcu.edu.au](mailto:roombookings@jcu.edu.au)***

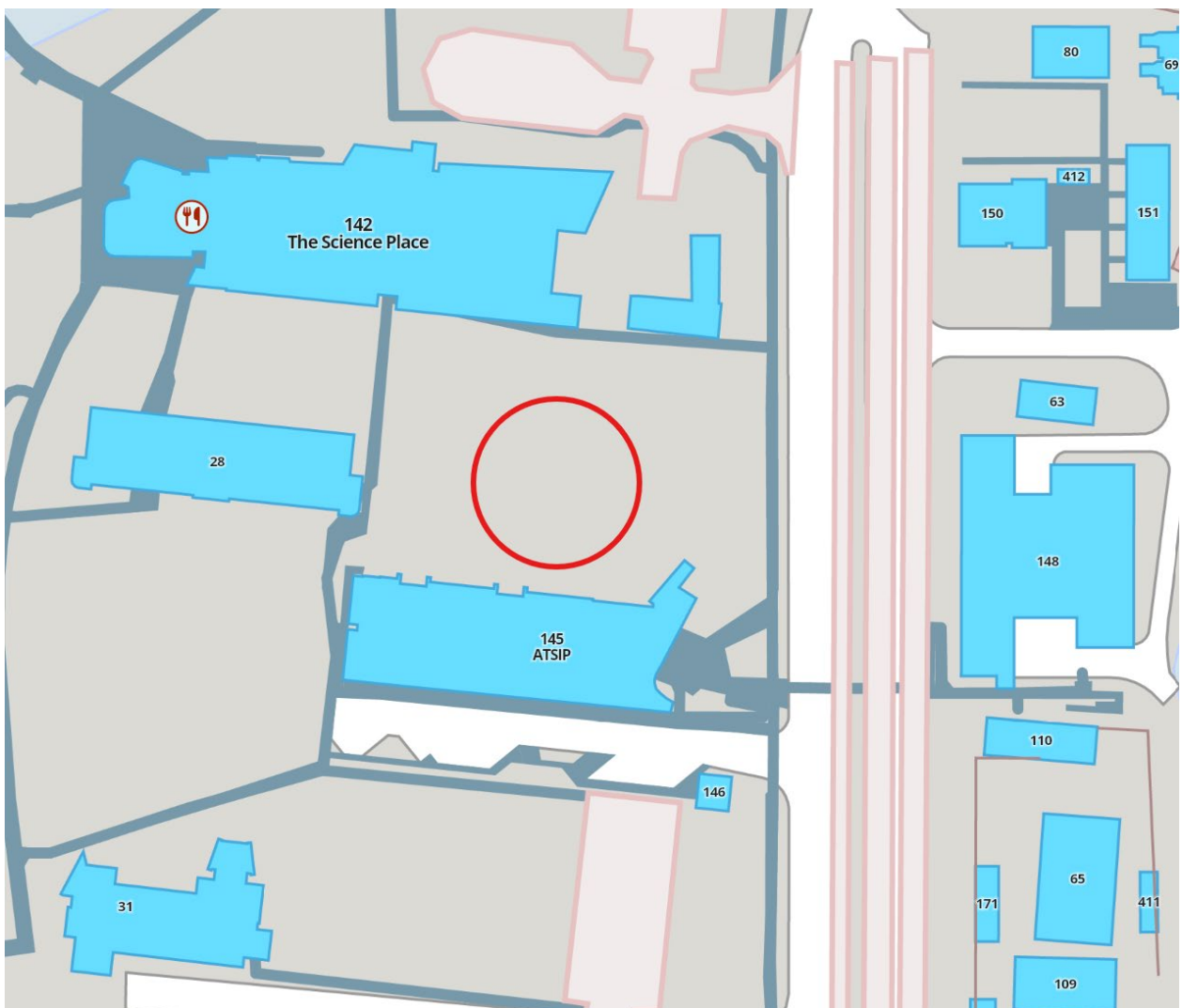


Figure 1- Building 145 Emergency Assembly Area