TRAINING ROOMS

Staff Development has four rooms for training and meetings. They are used primarily by the branch for the delivery of our programs and services; however, they are available for use by others and can be booked up to one month in advance.

Room	Capac.	Location	Layout
Platinum	30	2nd floor	round tables
Gold	16	2nd floor	rectangle tables
Computer Lab	9	3rd floor	computer stations

How to Book a Room

Decide which room is most appropriate for your venue. Check for availability on the dates in question by either calling 667-8198 or by checking the individual room calendars in Outlook. To do this, go to your Folder List, and choose the following: Public Folders, All Public Folders, Departments, PSC. Once you have determined whether the room is available, call 667-8198 or e-mail Kerri Fernandes to book the room.

Info Required by Staff Development

Staff Development will need specific information from you when you book a room. Please be prepared with the following information:

- Contact person, including a phone number
- number of people expected to be using the room
- whether coffee service is required or not
- equipment requirements, and
- start and expected ending time of venue

Access Considerations

The rooms on the 3rd Floor are accessible by the Third Avenue entrance. The doors are open before 8:00 am, and are locked at 5:00 pm. We should know if your venue begins earlier, or ends later so we can make arrangements to accommodate your needs.

Rooms on the 2nd Floor have special entry considerations. The outside doors to the Mall don't open til 9:00 am, therefore access outside of regular mall hours is available by the Third Avenue entrance, and entering the mall through the doors by the stairwell on the second floor. Also, the door to the training centre is controlled by a code lock, so you will need to arrange for entry.