

W.J. Henderson Centre for Patient-Oriented Research

Request for non-research use

Who is making this request?

Name/organization

In case of questions or issues, who is the contact for this event?

Name/phone/email (Please include after-hours contact number)

Event date/time and room(s) requested:

Please indicate event purpose:

☐ Photo/video shoot*

☐ Meeting

☐ Tour

☐ Clinical training session

☐ Donor recognition

☐ Demonstration

☐ Teaching/education

☐ Other: _____

* Non-KHSC photographers/videographers must be escorted by an advisor from KHSC Strategy Management and Communications. Please contact 549.6666 x2358 or KHSCSMC@KingstonHSC.ca

Who is your audience, and approximately how many?

Will you be bringing props or special equipment? Please specify:

(e.g. research apparatus, banners/flags, podium, promotional materials etc.)

Will food/beverages be delivered to the centre in advance of your booking?

If so, please indicate date, approximate time and destination (e.g. room):

NOTE: Shellfish are prohibited in this facility

Please email completed form to leah.garrison@kingstonhsc.ca

W.J. Henderson Centre for Patient-Oriented Research

Terms and conditions

The W.J. Henderson Centre is a working research facility managed by the KGH Research Institute. It is used by researchers and their research students, trainees and staff. Availability for non-research activities is limited to times when rooms are not booked for research.

Advance notice:

Please submit room requests as soon as possible to Leah Garrison, Leah.garrison@kingstonhsc.ca. We will attempt to accommodate non-research requests but priority must go to research users. When booking, please include extra time before and after your event for setup/cleanup.

Space availability:

This centre cannot accommodate large groups. Total capacity in our combined meeting rooms is 20 seated, 10 standing. Seating capacity in the Clinical Investigation Unit is minimal.

Setup:

To assist other users of this facility, please do not move furniture/equipment from other rooms or from reception or charting areas. Ten stacking chairs are stored in the closet across from Room 2-4-023. If more are needed, users are responsible for providing them. Users are responsible for their own setup and equipment (e.g. audiovisual), and for providing their own food/beverages. If you require special setup, please contact Leah Garrison, Leah.garrison@kingstonhsc.ca or Lisa McAvoy, Lisa.McAvoy@kingstonhsc.ca, to discuss.

Allergy alert:

Our centre staff includes an individual with a severe allergy to shellfish. For this reason we do not permit food containing shellfish in this facility.

Takedown:

Users are responsible for returning rooms to their original condition:

Meeting rooms:

- Return furnishings to original positions.
- If food/beverages are provided, tabletops must be cleaned with Accel INTERVention wipes (provided in each room).

Examining rooms/Interview rooms:

- Return furnishings to original positions.
- All surfaces that have been handled (beds, chairs, desktops, doorknobs etc.) must be cleaned with Accel INTERVention wipes (provided in each room).

Clinical Investigation Unit:

- Return furnishings/equipment to original positions.
- If beds are used, change linens.
- All surfaces that have been handled (beds, chairs, desktops, doorknobs etc.) must be cleaned with Accel INTERVention wipes (provided beside each station).

Photos/video:

Please note that consent is required for all patient/research participant photos and video taken in this facility. For consent forms, or if you have questions, please contact KHSC Strategy Management and Communications, 549.6666 x2358 or KHSCSMC@KingstonHSC.ca