

W.J. Henderson Centre for Patient-Oriented Research

Request for non-research use

Please abide by all KHSC COVID-19 precautions and room capacities

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:

- | | |
|---|--|
| <input type="checkbox"/> Photo/video shoot* | <input type="checkbox"/> Meeting |
| <input type="checkbox"/> Tour | <input type="checkbox"/> Clinical training session |
| <input type="checkbox"/> Donor recognition | <input type="checkbox"/> Demonstration |
| <input type="checkbox"/> Teaching/education | <input type="checkbox"/> 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?

(We ask you collect contact tracing information for all of your event participants)

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 kghri@kingstonhsc.ca

W.J. Henderson Centre for Patient-Oriented Research, Connell 4,

• Kingston Health Sciences Centre, KGH site, 613. 549. 6666 x 8171 • kghri@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 Heather McFarlane, Heather.McFarlane@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 Heather McFarlane, Heather.McFarlane@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.
- All surfaces that have been handled (beds, chairs, desktops, doorknobs etc.) must be cleaned with Accel INTERVention wipes (provided beside each station).

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