

## Gordon Hall Room Request Form

This form should be used to book space in Gordon Hall, Room 400. This room has 25 desks and 5 private rooms. Each desk and private room is equipped with a computer

### **User Responsibilities:**

- Pick up the key within business hours and return the key following the event. If your event ends outside of business hours the key must be returned by 10am the next business day.
- The Exams Office (Gordon Hall, Room 110) is open Monday to Friday from 8:30am-12pm and 1pm-4:30pm.
- Food/Drink are not permitted at desks (water only).
- The Exams Office is only providing access to the rooms/desks. The user is responsible for securing proctor(s), providing instructions/exam delivery/exam collection for proctor(s), and for communicating arrangements to students.
- Computers do not have access to the internet; they only permit the use of Microsoft Word and WordPad. Tests cannot be transferred to the computer using a USB key. Printed test copies must be provided to students.
- The Exams Office does not provide any event support (catering or custodial). Users are responsible for setup and clean up. Rooms must be returned to their original state, including desk layout. Repeated damage or untidiness from users will result in the denial of future requests.
- There is no technical support offered.
- Depending on availability of space and rooming requirements please be advised you may be sharing the space with students from the Exams Office and/or other faculties.
- Our priority is to ensure students accommodated by the Exams Office are accommodated first therefore early requests may not be confirmed until closer to the date.

Please complete the entire form and submit it to the Exams Office via email ([exams@queensu.ca](mailto:exams@queensu.ca)) at least 2 business days prior to the test date. If the Exams Office should be aware of additional information, please include it in the *Additional Comments* section at the end of this form.

### **Contact Information**

Contact Name:

Contact Number:

Contact Email:

### **Request Details**

Course Code (ie. APSC 151):

Date of the Test:

Start Time:

End Time:

**\*\* When inputting the start and end times please list the earliest start time and latest end time.**

### **Space Requirements**

	# of Seats Required
Small Classroom	
Semi Private	
Private Room	

### **Accommodation Requirements (if applicable)**

**Excluding** space and extra time accommodations, do any students have software or additional space accommodations listed on their letter of accommodation? Please specify in the section below. **Please be advised, spaces in Gordon Hall may not be able to meet all accommodation needs.**

Common Room Accommodations	Common Software Accommodations
<ul style="list-style-type: none"><li>• Dimly lit</li><li>• Natural Light</li><li>• No fluorescent</li><li>• Ergonomic seating</li><li>• Ergonomic table</li></ul>	<ul style="list-style-type: none"><li>• Computer</li><li>• Kurzweil</li><li>• Natural Reader</li><li>• Dragon</li><li>• JAWS</li><li>• Inspiration</li><li>• Latex</li><li>• Read &amp; Write</li><li>• Word Q</li><li>• Zoom Text</li></ul>

*Example: 1 student requires private room with Kurzweil and ergonomic seating.*

*3 semi-private seats need access to a computer.*

*2 small classroom seats need natural light*

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### **Additional Comments**

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