

Welcome to the CSU conference rooms!

We ask that you please:

1. Respect your hours of reservation. Please arrive on time, and do not extend your meeting beyond the reserved time frame. This is a shared space, and others may need the room after your meeting has ended.
2. Factor in time to clear the office, once your meeting has ended. This is especially important if your reservation ends at 6:00 pm. We ask that you please end your meeting at 5:45 pm and leave the premise by 6:00 pm, so that the CSU office may close on time.
3. Keep all noises minimal. They can easily become distracting to others who share the office space.
4. Respect that this space is intended to hold meetings. Priority will be given to CSU and club meetings, as well as club activities.
5. Clean up all food and drinks after your meeting has ended. To dispose of any food, we ask that you please use the compost bin in the CSU kitchen, so as to keep the conference rooms scent-free. If any dishes or cutlery were used during your meeting, we ask that you please wash and return them to the kitchen. Drink spills will result in an invoice for cleaning services, which can go up to \$200, depending on the severity of the stain.
6. Return all borrowed furniture to its original place after your meeting has ended.
7. Leave the office in the condition that you were given it.

For CSU staff and executives holding meetings past 6:00 pm, we ask that you ensure the doors are locked before you leave the office.

If you can no longer attend your scheduled reservation, we ask that you promptly call the CSU reception to cancel it so that others may reserve the conference rooms in your place: (514) 848-7474 ext. 8914 or ext. 5809

Repeated misuse of the conference rooms will result in booking privileges being revoked.

The CSU reserves the right to cancel any reservation on short notice.

Guest login for laptop/PC

Username: .\CSUGuest

Password: CSUGuest

Should you require technical assistance, please contact IT support:

(514) 848-7474 ext. 8909

itsupport@csu.qc.ca