

CONSTRUCTION ASSOCIATION OF NOVA SCOTIA

2021-2022 BUSINESS CENTRE BOOKING FORM

Contact Information

Name:

Company:

Email:

Phone Number:

Date and Time of Request

PLEASE NOTE: The Business Centre is available Monday to Friday from 8:30am – 3:30pm.

Ideal Date(s):

Time:

BACK UP DATE(S):

Please Complete the following:

Reason for meeting space?

Number of Attendees: (max 10)

We can currently accommodate one company booking per day. The three individual offices in the Business Centre are closed until further notice. The table configuration in the main meeting space will remain in a boardroom-style setup to allow for appropriate social distancing.

Disclaimer

Please read and initial the following.

The meeting room contact:

- Acknowledges that they are using the Business Centre at their own risk
- Agrees to facilitate and monitor appropriate social distancing among meeting participants (minimum 6 ft / 2 meters).
- Agrees to collect and retain the name, phone number and email for all meeting participants. This information may be required for contact tracing at a later date. CANS will request this information if the need arises.
- Agrees to wipe all high touch surfaces prior to departure. Supplies will be provided in the meeting room.
- Agrees to ensuring the vestibule is clear before entering or exiting the meeting space.
- Acknowledges that the use of a mask is mandatory for all meeting participants, as per provincial directive.
- Acknowledges that washroom access is currently only available through the main building entrance and **NOT via the CANS office.**
- Acknowledges that there is no access to the CANS office at this time.

Signature: _____

Date: _____



CONSTRUCTION ASSOCIATION OF NOVA SCOTIA

2021-2022 BUSINESS CENTRE ACCESS CARD FORM

Contact Information

Name:

Company:

Email:

Phone Number:

PLEASE NOTE: The Business Centre is available Monday to Friday from 8:30am – 3:30pm and must be pre-booked at this time.

Disclaimer

Please read and initial the following.

The access card holder:

- Acknowledges that they are using the Business Centre at their own risk
- Agrees to facilitate and monitor appropriate social distancing among meeting participants (minimum 6 ft / 2 meters).
- Agrees to collect and retain the name, phone number and email for all meeting participants. This information may be required for contact tracing at a later date. CANS will request this information if the need arises.
- Agrees to wipe all high touch surfaces prior to departure. Supplies will be provided in the meeting room.
- Agrees to ensuring the vestibule is clear before entering or exiting the meeting space.
- Acknowledges that the use of a mask is mandatory for all meeting participants, as per provincial directive.
- Acknowledges that washroom access is currently only available through the main building entrance and **NOT via the CANS office.**
- Acknowledges that there is no access to the CANS office at this time.
- Agrees to notify CANS immediately should their card be lost or stolen. There is a \$20 non-refundable administrative fee for each new/replacement card.

Signature: _____

Date: _____