

CONSTRUCTION ASSOCIATION OF NOVA SCOTIA

BOARDROOM BOOKING FORM

Contact Information

Name:	Company:
Email:	Phone Number:

Boardroom Meeting Request

PLEASE NOTE: The boardroom is available Monday to Friday from 9:00 a.m. – 3:30 p.m.

Preferred Date: _____ Time: _____

Alternative Dates:

1. _____
2. _____
3. _____

Complete the Following:

Meeting purpose: _____

Number of attendees: _____

Do you require AV to be set up for the meeting? *(If yes, please email files in advance or bring on a thumb drive)*

Yes
No

Do you require coffee and/or water? *(Provided free of charge.)*

Yes
No

Do you have a preferred room configuration? CANS will accommodate whenever possible: *(Unless otherwise indicated, the maximum occupancy is 25)*

No Preference
Traditional Boardroom
Classroom/Grouped Tables

Do you require a virtual teams meeting be set up? *(If yes, please please send Kaitlyn Bennett the list of names and emails needing access)*

Yes
No

Miscellaneous

Do you have any additional requirements that are not listed on this form? *(Please provide as much detail as possible)*

PLEASE NOTE: Any changes required for this booking must be provided 5 business days in advance. CANS cannot guarantee all changes made past the original booking will be accommodated.

Terms of Use

Please note that these boardrooms are among CANS staff office spaces. We understand that noise is inevitable, but we ask you to be mindful and use the designated areas (outside of the boardrooms or within our Business Center) for phone calls, etc.

If there is catering, we'd ask that you please tidy the boardroom kitchenettes as best as possible.

Thank you, we appreciate your cooperation.

*COVID-19 Disclaimer

A copy of your CANimmunize record showing two doses of vaccine (last vaccine being administered at least two weeks prior to the booking) MUST be presented upon check-in at our reception in order to use our boardrooms.

We will not be asking for any confirmation in advance and we will not store any record of your personal information. Visible proof upon check-in is mandatory.

All Provincial guidelines must be followed.

I have read, understand and agree to the above requirements to use CANS Boardroom

Yes

No

Signature: _____

Date: _____