



MEDIATION SERVICES

302 - 1200 Portage Avenue, Winnipeg, MB R3G 0T5

P (204) 925-3410 | F (204) 925-3414

E info@mediationserviceswpg.ca | W www.mediationserviceswpg.ca

Room Rental Guidelines for Use

Room Booking

- Meeting rooms will be booked in advance with Mediation Services front office reception.

Room Setup

- It is our intent that rooms will be clean and neatly arranged in preparation for any meeting.
- Chairs in all of our meeting spaces are typically set up in a circle or semi-circle.
- Please include any special setup arrangements on your room rental application form (ie. tables, equipment, chair setup)

Coffee Station

- Mediation Services keeps the training area kitchen stocked with both regular and decaffeinated coffee, as well as an assortment of teas and water.
- *Please note the following instructions if you are self-hosting:*
- Coffee making instructions are as follows:
- Both regular and decaf coffee come in pre-measured packets – one packet makes one carafe of coffee.
- Coffee carafes with the black lids are designated for regular coffee and the carafes with the orange lids are for decaffeinated.
- Fill the clear water pitcher to the black line for one packet of coffee. Be sure that the carafe is in place before pouring water into the top of the coffee maker as coffee will start coming through almost immediately.
- Do not unplug the coffee maker.
- Extra water jugs are stored under the kitchenette counter in the front reception area.

Room Cleanup

- Meeting rooms will be left in a clean and neat state.
- Arrangement of chairs, tables, desks, and other equipment should be placed back in their original setup, with any additional furniture and equipment returned to its proper storage space.
- *Again, if you are self-hosting please observe the following kitchen cleanup instructions:*
- All used coffee mugs, plates, and other kitchen utensils need to be placed in the dishwasher. Please run the dishwasher before leaving. Detergent can be found under the kitchen sink.
- Do not leave food in the fridge unless it is clearly labeled with a date by which it will be picked up.
- Empty coffee carafes and wipe down the exterior of the carafes.
- Wipe kitchen counters.
- Please empty any garbage cans into the larger garbage can in the kitchen area by the training room. If that bin is filled, please take the garbage down to the dumpster located in the back alley.