



Frequently Asked Questions

CityLAB Space Booking

1. How many people can the space fit?

We have three main spaces that are available for booking:

- *Main Classroom, seats 40 people*
- *Theater, 90 people*
- *Small meeting room, 7 people*

Feel free to request usage of the entire space for your event if you feel you would need both the classroom and the theater.

2. Is there a cost to booking the space?

We do not charge to use the space (**free**) as we are partnered with the City of Hamilton, McMaster, Mohawk and Redeemer. Our goal is to provide a Hamilton hub for events and meetings where we can.

The only thing we ask is you leave the space as you found it.

3. What equipment does the space provide?

Our space has supplies on hand for many types of events such as:

- Projector in theater
- Projector in main classroom
- 7 large white boards in main classroom
- We typically have a speaker and microphone on hand, be sure to check in advance if you need this for your event

4. What is the WIFI network & password?

CityLAB guests can access the "Hamilton_Guest" network. No password required.

5. Is the building accessible?

Our building is accessible through an elevator outside at the ground level. If you're able, please let us know in advance if you expect to need the elevator or have other accessibility needs.

CityLAB has an accessible, all-gender, single occupancy bathroom.



6. What hours can I book events?

We encourage you to book your event on Monday through Friday between 9-5 in order to accommodate our staffing schedule. We can work with you to make arrangements for any time outside of these hours.

7. How far in advance should I request to use the space?

Please try and book with as much notice as possible as we are scheduling with many partners throughout the city. We ask that you give a **minimum of 1 week notice** for all meetings and events so we can plan accordingly and assure the space is ready for you!

8. Do you support catering?

We have a kitchenette available for your use that has 30 plates, 12 glasses, 20 mugs, and limited utensils. There is a fridge, microwave, kettle, popcorn machine and coffee maker. If you are using any of our supplies, please clean up after yourself and arrange for the removal of any leftover food.

9. Will CityLAB staff be around to help with my event?

We will do our best to help have the space prepared for you in advance and supply you with any details you need. We can not guarantee that someone will be around to help during your event, but we will make sure you have everything you need in advance!