



## Education

Instructional Resources Unit  
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[www.edu.gov.mb.ca/k12/iru/](http://www.edu.gov.mb.ca/k12/iru/)

### LIBRARY TRAINING ROOM – Main Floor - 1181 Portage Avenue

#### Reservations

Contact: [Leanne Rink](#) at 945-1686. Toll-free 800-282-8069 (ext. 1686).

#### Use

The Training Room is available for use by curriculum groups, multicultural organizations and for Kindergarten through Grade 12 educational functions.

#### Equipment and Furnishings

Seating capacity is for 12 people. Equipment available in the room includes a Computer Workstation (connected to the Government network), projector, whiteboard, wall screen, VHS/DVD player and a Smart Board. If you want to use your own laptops or other equipment in the room, please contact the Library's [Information Specialist](#) at 945-4904, toll-free 800-282-8069 (ext. 4904). For other audiovisual equipment contact Media Distribution at 945-6166, toll-free 800-282-8069 (ext. 6166).

#### User's Responsibilities

It is the responsibility of users to return the room to its original condition. The room should be vacated once the meeting has concluded.

#### Food & Beverages

Food and beverages are permitted and may be arranged in advance by contacting the Cafeteria in the Robert Fletcher Building at 204-233-4433, weekdays.

#### Cancellations

The Instructional Resources Unit reserves the right, on occasion, to cancel bookings due to Departmental priorities. The contact person will be notified of the cancellation as soon as possible.

HOURS			
September through May *		June through August	
Monday & Thursday:	8:30 a.m. – 5:00 p.m.	Monday – Thursday:	8:30 a.m. – 4:30 p.m.
Tuesday & Wednesday:	8:30 a.m. – 8:00 p.m.	Friday:	9:00 a.m. – 4:30 p.m.
Friday:	9:00 a.m. – 5:00 p.m.	Saturday:	Closed
Saturday:	8:30 a.m. – 4:00 p.m.		
* Closed all Saturdays of long weekends and all Saturdays in May and December.			

For updated information, please see <http://www.edu.gov.mb.ca/k12/iru/access/services/meetingroom.html>.

