



UNIVERSITY OF CALGARY | Information Technologies

STUDENTS' UNION CLUBS - COM/MEDIA BILLING GUIDELINES

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Document History

<i>Revision Number</i>		<i>Date</i>	<i>Description of Changes</i>	<i>Author / Editor</i>	<i>Communication of Change</i>
.1		21-04-16	Initial drafts	Keith, Ian, Anne	Email
.2		25-04-16	Edits and clarifications	Ian, Doug	Email
.3		25-04-16	Edits to Registrar rooms: EDT 723 was removed. SB 105 moved from older style podium to new style podium. ST 27A was added	Ian, Anne	Email
.4		25-04-16	Weekend billing edits	Ian, Keith	Skype for Business
.5		27-04-16	Responsibility for equipment and rooms	Ian, Anne	Phone
.6		27-04-16	Clarification on Saturday rates Room inspections Annual review of pricing	Jerome, Ian, Keith	In person, Skype for business, email

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Contents

Document History	2
Purpose	4
General Guidelines.....	4
Weekdays.....	4
Saturdays.....	5
Sundays and Statutory Holidays	5
Appendix	5
Students' Union Approved clubs	5
On-line booking form.....	5
Centrally Scheduled Registrar Rooms.....	5
Rooms with new style podiums (installed 2012 – present):.....	5
New style podium, two or more projectors (installed 2012 – present):	6
Old style podiums (installed pre-2012):.....	6
Basic Additional Equipment Price List (per day)	7
Signatures	8

Purpose

The purpose of this document is to define billing guidelines for the special interest group of Students' Union Clubs and the services that will be provided by the Com/Media Information Technologies group. These guidelines will be implemented and in effect May 1, 2016 and reviewed annually.

General Guidelines

- Only applies to Students' Union approved clubs (see Appendix)
- Room bookings will be mandatory for Students' Union Clubs
- Bookings should be made at least 48 hours in advance via:
 - Telephone: 403-220-3711
 - Email: commedia@ucalgary.ca
 - Internet: On-line Booking Form (see Appendix)
 - In person at the McKimmie Block (MB 40)
- Payments (if required) can be made by cash, cheque, debit or credit card
- Fees for conferences hosted by Student Clubs will be estimated individually by our events team as the requirements for conferences vary
- Students' Union Clubs will be billed for the replacement of any missing or damaged equipment that occurs during their event. This condition also applies to the classroom facility itself. Rooms will be inspected following events to make note of any issues.

Weekdays

No charge for Com/Media services under the following conditions:

- Monday - Friday, 08:00 – 21:30
- Centrally Scheduled Registrar Rooms with installed equipment (See Appendix)
- Any additional equipment (see Appendix) needed would be at normal on-campus rental rates and labour (delivery)
 - Labour \$35/hour – Minimum charge half hour
- Any bookings in rooms without installed gear will be charged at normal on-campus rates for equipment and labour (delivery)
 - Labour \$35/hour – Minimum charge half hour
- Overtime labour charges will apply for events that go beyond the hours listed above
 - \$52.50/hour

Saturdays

No charge for Com/Media services under the following conditions:

- Saturday, 09:00 -17:00
- Centrally Scheduled Registrar Rooms with installed equipment (See Appendix)
- Any additional equipment (see Appendix) needed would be at normal on-campus rental rates and labour (delivery)
- Labour charges are as follows: \$52.50/hour with a 3-hour minimum; pricing will vary depending on the duration of the event

Sundays and Statutory Holidays

Labour charges will be applied for all Sunday and statutory holiday bookings under the following conditions:

- Sunday and Statutory Holidays, 00:00 -23:59
- No equipment charges for Centrally Scheduled Registrar Rooms with installed equipment
- Any additional equipment (see Appendix) needed would be at normal on-campus rental rates
- Labour charges are as follows: \$70/hour with a 3-hour minimum; pricing will vary depending on the duration of the event

Appendix

Students' Union Approved clubs

<http://suclubs.orgsync.com/clubslst>

On-line booking form

<https://www.ucalgary.ca/it/services/av-equipment-booking-classroom/classroom-av-equipment-booking-form>

Centrally Scheduled Registrar Rooms

See also: <http://www.ucalgary.ca/it/files/it/classroomavgear2.pdf>

Rooms with new style podiums (installed 2012 – present):

AD 140, AD 142

CHE 202

EDC 57, EDC 152, EDC 154, EDC 156, EDC 172, EDC 252, EDC 255, EDC 276, EDC 278, EDC 280, EDC 284, EDC 287, EDC 289, EDC 384, EDC 386, EDC 388

ENA 03, ENA 103, ENA 233, ENA 235

ENF 334

ES 443

ICT 114, ICT 116
KNB 128, KNB 129
MS 205, MS 211, MS 217, MS 319, MS 527
SA 015, SA 017, SA 104, SA 106, SA 107, SA 109, SA 123, SA 125, SA 235, SA 243, SA 245, SA 247, SA 249
SB 142, SB 144
SH 157, SH 268, SH 274, SH 278, SH 280, SH 284, SH 288
SB 105
SS 06, SS 08, SS 010, SS 012, SS 109, SS 113, SS 115, SS117, SS 203, SS 209
ST 027, ST 027A, SS 055, SS 057, SS 059, ST 064, ST 125, ST 126, ST 127, ST 128, ST 129, ST 130, ST 131,
ST 132, ST 139, ST 147

[New style podium, two or more projectors \(installed 2012 – present\):](#)

EDC 179 (two projectors)
EEEL 161 (three projectors [classroom mode]/one projector [screening mode])
EEEL 210 (five projectors)
ICT 102 (three projectors)
KNB 126 (two projectors)
MFH 162 (two projectors)
SA 129 (two projectors)
SB 103 (two projectors)
SH 202, SH 210, SH 215 (three projectors)
ST 135, ST 140, ST 141, ST 143, ST 145, ST 148 (two projectors)

[Old style podiums \(installed pre-2012\):](#)

CHC 119
CHE 102, CHE 106, CHE 110, CHE 114, CHE 118
ENA 101
ENE 239, ENE 241, ENE 243, ENE 322, ENE 328
ES 054, ES 162
ICT 121, ICT 122
KNB 131, KNB 133
MFH 160, MFH 164
PF 110, PF 114, PF 118, PF 120, PF 126, PF 128
SA 119, SA 121, SA 124A
SB 146, SB 148
SS 541


[EEEL classroom podiums:](#)

EEEL 151
EEEL 345
EEEL 349

Basic Additional Equipment Price List (per day)

- Sound system \$10.00
- Wireless Mic \$25.00
- Projector \$75.00
- Computer \$35.00
- Other equipment prices provided as required

Signatures

Jerome Beaudoin	Information Technologies, Chief Information Officer	<hr/> <i>Signature</i>
Doug Doran	IT Director, Technical Services and Operations	<hr/> <i>Signature</i>
Ian M. Whitehead	IT Associate Director, Customer Technology Services	 <hr/> <i>Signature</i>
Sarah Pouset	The Students' Union, VP Operations and Finance	<hr/> <i>Signature</i>