Important: Space Booking Changes!

Registered SU Clubs receive tons of benefits, including free space bookings in MacEwan Student Centre, classrooms, and other spaces on campus. Until now, this has always been a two-step process: create a ClubHub event, then request a space.

We've listened to your feedback and we're simplifying this process by using the existing features of ClubHub to remove one of these steps.

WHAT'S NEW: To book space in MSC (the conference rooms, tables, courtyards, the Den, or That Empty Space) all you need to do is **create an event**. You'll be asked for your room booking details **in the event request** so there's no need for a separate form.

What changes? There is no longer a "space booking" form. It's all done in the event request, under the "events" tab in your ClubHub portal. We still need **two weeks' notice** to confirm reservations.

Who can book rooms? You still need to be a designated booker for your club to book space in MacHall. Complete a **Position Request** to become one of two designated bookers for your club. Off-campus or non-MacHall events can be created by any club exec.

What about spaces other than MacHall? Since the SU manages MacHall, it's the only space booking process that has changed. CEM still manages all University spaces, and some faculties may have their own systems in place. **Club Workrooms** are still booked separately as well (for now).

What about current space requests? We're still processing all pending bookings. All approved and confirmed bookings are still good to go.

What happens when my event is approved? If you're having an event off-campus or not in a MacHall space, your event will be approved as usual. If your event is in a MacHall space, we'll still send you a contract via email. **The big difference is that when your event is approved, your room will be confirmed at the same time.**

OK, what if my event can be approved, but there's no rooms available? We'll use the built-in "Conversations" feature on ClubHub events to communicate with the exec who made the request. You'll get an email and/or notification on ClubHub when we send you a message. If you need to change the date or move the event somewhere else we'll take care of the ClubHub details. We just need everyone to keep open communication so we can make sure your awesome events keep happening!

This seems complicated. The idea is to simplify this process for you by putting it in one place. It may seem intimidating at first, but we're confident you will find it more efficient after you try it out. As always, we are here to help and we'll listen to your feedback to continue to improve our processes.

Our goal is to make running your club easier. We appreciate your patience while we work through any kinks to get this new system operating smoothly!

TL/DR: We've simplified the event creation / space booking process to make it easier. Email clubsoff@ucalgary.ca if you have any questions or concerns.

CLUBS are on ClubHub

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