



## **Classrooms Tables & Green Space Booking Policies for SU Clubs 2017-2018**

CEM has over 155 classrooms and more than 200 hectares of beautiful green spaces. SU Clubs may request to book these spaces for their use for SU Club meetings and events. This privilege has been extended to SU Clubs at no charge for the purpose of SU Club meetings and social gatherings.

This agreement explains the roles, responsibilities and expectations of the SU Clubs and outlines the responsibilities of Conference and Event Management (CEM).

This agreement is valid from September 1, 2017 to August 31, 2018. Only those designated by the SU Club may book space through Conference and Event Management. The signer is bound to the terms of this agreement until a new designated booker has attended a booking seminar and signed a new agreement. The designated booker acts on behalf of all SU Club members and it is their responsibility to ensure all club members are aware of the rules and adheres to them whether in attendance at the meeting or event or not. The entire SU Club and its membership are bound to this agreement. The University Meetings and Special Events look forward to assisting you in your meetings and events.

This agreement is only valid for Classroom space, table bookings and green space bookings and does not replace the contracts for events held in the Dining Center, Hotel Alma, The Olympic Volunteer Centre, EEEL, or Yamnuska Hall or any other spaces managed by CEM.

***It is up to the SU Club to familiarize themselves with University Policies for Conference and Event Management. You will find these at:***

[www.ucalgary.ca/safety/programs/special-events](http://www.ucalgary.ca/safety/programs/special-events)

### **Classroom Booking Requests**

All requests for classrooms must be booked through our website at:

[https://www.ucalgary.ca/cem/halls\\_classrooms](https://www.ucalgary.ca/cem/halls_classrooms)

Here you will find our booking form by clicking on the red **Book a Lecture Hall or Classroom** heading. Please fill in all fields on the Booking Form and submit your request. The Classroom Events Assistant or a CEM colleague will reply to your request and then confirm your booking. Not all requests can be fulfilled as academic programming takes first priority. SU clubs will receive a total of 2 free classroom rentals per calendar month, additional bookings may be made at 40% clubs discount.

**SU Events charging an admission fee will be subject to the Non-profit standard classroom rental rate minus 15% discount.**

Please plan ahead as much as possible prior to requesting a classroom booking. We require **10 business days** in advance to request a classroom for you. Date or time changes or any last minute alterations to bookings will also be accommodated if possible and reasonable.

***Please take a copy of your form and confirmation with you to the event as you may be asked by the Facilities Building Zone Manager if you have permission to be there***

### **Cancellations**

We require 1 weeks' notice (5 business days) to cancel your booking. We understand that changes can occur at the last minute and we will try to accommodate your club. Should you have multiple cancellations and changes, further booking privileges may be revoked for your SU Club.

### **Décor and Maintenance**

Classrooms must be kept clean and tidy. There are Academic programs happening in all classrooms at various times of day and night.

***It is up to the SU Club to leave the space they have been provided in a clean and orderly condition for the next user.***

No thumbtacks, nails, tape, or staples are to be used on any finished surface of any space. Confetti, rice, silly string, hay, glitter, smoke or flammable substances are prohibited in any space. Items may not be hung without documented permission. Any decorating that requires adhering anything to a surface of any kind must be approved by CEM staff.

### **Food in Classrooms**

Should you have food in any of the classrooms it is up to the SU Club to remove any garbage and clean any surfaces that are used, this includes pizza boxes, pop cans and other food items. Should a SU Club not comply with these terms and leave rooms in an unacceptable manner for the next group, use of privileges on campus will be suspended for a 6 month period. This will include all interior spaces, tables and green spaces.

***Please note: UofC Food Services is the preferred supplier on the University of Calgary campus. MacEwan Conference and Events Centre catering is only allowed in the MacEwan Conference Centre and MacEwan Hall.***

### **AV Requirements**

Any AV requirements must be ordered in advance of your meeting. This is not a free service, though Clubs receive a discounted 'internal' rate.

***AV equipment in classrooms is not included with any classroom booking. AV must be ordered from Com/Media directly:***

<https://ucalgary.service-now.com/it>

## **Table Booking Requests**

SU Clubs are permitted to book tables through CEM. There are 6 locations to choose from:

Table 1	Link between ICT and ES (ICT side)
Table 2	ICT 102 (outside the entrance)
Table 3	Common area ICT (across from Good Earth)
Table 4	Science Theatres Lobby
Table 5	Science Theatres Lobby
Table 6 **	Science B Lobby
Table 7 **	MacKimmie Library (Main floor)
Table 9 ***	Earth Science (Stone Desk)

***\*\*only Table 6,7, & 9 may be used for bake sales or other food sales as all other tables are near food vendors with contracts with the University of Calgary to provide food and beverage sales in that area.***

***\*\*\* Table 9 has booking priority for groups associated with ES-based departments. Other bookings for this table will only be considered within 2 weeks of the proposed date.***

All requests for tables must be booked through our website at:

[https://www.ucalgary.ca/cem/halls\\_classrooms](https://www.ucalgary.ca/cem/halls_classrooms)

Here you will find our Table booking form by clicking on the red **Book a Table** heading

Please fill in all required fields on the **form** and submit your request. The Classroom Events Assistant or other CEM staff will reply to your request and if available confirm your booking. We require 10 business days in advance to reserve a table booking. **SU Clubs are limited to 4 table booking reservations per month.**

*Please take a copy of your form and confirmation with you to the event as you may be asked by the Facilities Building Zone Manager if you have confirmation and permission to be there*

Table vendors must stay behind their table and are not allowed to solicit customers to their table. Excess displays or materials are not permitted unless previously approved by CEM department. Extension cords will not be provided for any table booking, if bringing your own it must be duct taped down to prevent tripping.

Failure to adhere to any of the above guidelines as well as rules outlined in the clubs manual may result in immediate cancellation of space or charges to the club.

Please note that certain dates and locations book up very fast – it is a good idea to plan ahead, and consider alternatives, in order to avoid disappointment.

## **Green Space Booking Requests**

***All green spaces on campus must be booked through CEM.***

Su Clubs are permitted to book green spaces on campus through CEM. There are 20 green spaces located on campus.

To request the space, please fill out the required fields on the **booking request form** and include all details that may be pertinent to your event. Your request will be evaluated by the staff at CEM, once your booking is confirmed you will be asked to sign an agreement for the use of this space.

[http://www.ucalgary.ca/cem/our\\_spaces/green\\_spaces](http://www.ucalgary.ca/cem/our_spaces/green_spaces)

**The selling of any food is not permitted in green spaces, if you want to set up a donation station please contact CEM at 403-220-6229. BBQ's for group members are allowed but must follow strict food handling procedures. Pre-cooked meats, a hand washing station as well as proper waste management must be in place.**



## **Conference and Event Management**

### **SU Clubs Event Agreement**

**CLUB NAME** (Please Spell out Acronyms) \_\_\_\_\_

Sometimes unforeseen circumstances or accidents happen. It is important clubs know their responsibilities if these occur:

The club will be financially responsible to CEM for any special charges, such as, damage repair, excessive clean up, loss of revenue opportunities, plus a twenty five percent (25%) surcharge, for damages which originated during the clubs' occupancy of any space. The club will be responsible to reimburse CEM plus 25% for any extraneous charges incurred attributable to the clubs' occupancy i.e. fire department charge assessment, fines or governmental charges of any type.

For any event that results in any type of special charges incurred, including but not limited to damages booking privileges for the club will be suspended until they have been paid in full.

As mentioned, successful planning rests on open communication between CEM and the club. The club must fully disclose all information related to plans that have the potential to produce the risk of harm to persons or property, including but not limited to: staged drama, vehicles, weapons, risk sporting or exhibition activities, people attending, controversial speakers, special aspects i.e. fog machine, pyrotechnic, as well as popcorn machines, etc.

Clubs may then bring in outside food, but must advise CEM of this in advance. The club is solely responsible for the food safety of all such outside food brought in. Aramark is the preferred supplier on the University of Calgary campus. MacEwan Conference and Events Centre catering is only allowed in the MacEwan Conference Centre and MacEwan Hall.

The club is responsible for bringing the confirmation document to their event

Failure to adhere to the above rules and regulations may result in immediate cancellation of bookings without notice and/or suspension of club booking privileges.

**Date:** \_\_\_\_\_

**Designated Booker 1:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Designated Booker 2:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Email:** \_\_\_\_\_