



SCURFIELD HALL ROOM BOOKING PROCESS, EFFECTIVE FEBRUARY, 2018

❖ These revised procedures are intended for internal Haskayne Faculty and Staff booking requirements, independent of scheduled timetable academic bookings. (Examples: Deferred exams, tutorials, additional academic sessions)

Special HSB
Rooms/Spaces/Labs

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**Requesting Scurfield
Hall Internal Bookings:**

- **SH200 Table Bookings**
- NuWest Commons
- **SH465 RGO Room** (60 CAP)
Click for [Guidelines](#)
- **SH310 RBC Room** (with
breakout rooms) [Guidelines](#)
- **SH300 BMO Forum** (314/397
CAP) [Guidelines](#)
- **SH117 Active Learning Lab**
(60 CAP) - fixed tables
- **SH105 LAN Lab** (42 PC seats &
3 iMac seats) – fixed tables
w/computers
- **SH183 LAN Lab** (63 PC seats) –
fixed tables w/computers

All initial requests should be submitted via the online Haskayne Room Booking Request Form
<http://haskayne.ucalgary.ca/services>

Regular
Classroom

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**Registrar Classroom
Booking Requests**

- **SH157** (40 CAP) – one level,
free standing tables
- **SH202** (60 CAP) – lecture,
tiered, fixed tables
- **SH210** (60 CAP) – lecture,
tiered, fixed tables
- **SH215** (60 CAP) – lecture,
tiered, fixed tables
- **SH257** (60 CAP) – lecture,
tiered, fixed tables {EMBA}
- **SH268** (80 CAP) – lecture,
tiered, fixed tables
- **SH274** (40 CAP) – one level,
free standing tables
- **SH278** (40 CAP) – lecture,
tiered, fixed tables
- **SH280** (40 CAP) – lecture,
tiered, fixed tables
- **SH284** (40 CAP) – lecture,
tiered, fixed tables
- **SH288** (40 CAP) – one level,
free standing tables
- **ALL Main Campus** requests

Scurfield
Meeting Rooms



**Meeting Rooms may
be booked directly
(HSB faculty/staff)**

Floor	Room	Location
1 st	SH121	(OSCM)
1 st	SH145	(FNCE)
2 nd	SH221	(ACCT)
2 nd	SH245	(BTMA)
4 th	SH423	(SGMA)
4 th	SH447	(OBHR/RMIN)
4 th	SH473	(MKTG 'fishbowl')

All rooms have a capacity of 16 (with the exception of SH473 which can hold 24).

3rd **SH337** "Dingle Room" –
All bookings via [Karen Sipko](#)

Special HSB Rooms/Spaces/Labs & Regular HSB Classrooms



Haskayne Booking Request Form

It may be accessed via the Haskayne School of business website, Services menu:

<http://haskayne.ucalgary.ca/services>

The screenshot shows the University of Calgary website's Services page. The top navigation bar includes: HOME, ABOUT, PROGRAMS, FACULTY & RESEARCH, CENTRES, EXECUTIVE EDUCATION, ALUMNI, GIVING, and SERVICES. The SERVICES dropdown menu is open, showing: Career Centre, Haskayne Room Booking (highlighted with a red arrow), Business Library, and IT Support. The main content area is titled 'Services' and includes sections for 'Career Centre' and 'Business Library'. A red arrow points to the 'Haskayne Room Bookings' link in the left-hand navigation menu.

Or simply bookmark the Room Booking form URL:

https://haskayne.ucalgary.ca/webform/haskayne-room-bookings#booking_form

Once the initial request is made through the form, you will receive communication from hsbroombooking@ucalgary.ca. To ensure room booking requests are handled in an effective and timely manner, please use this email *exclusively* when dealing with room bookings.

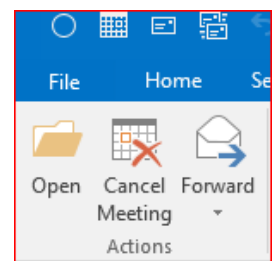


How to add Calendars to your Outlook to allow viewing of Busy or Available:

- In Calendar Tools: select **Open Calendar**, select **From Address Book**, in search box type **HSB SH** (all Scurfield Hall rooms will be listed), select *the rooms you wish to view in your calendar* (shift-CTRL for multiples), click **Calendar** button, then **OK**.

Booking an Internal Meeting Room for yourself and inviting attendees (if required):

- In Outlook, switch to your “Calendar” view (your regular inbox selection is “Mail”).
- On the appropriate Calendar (Example: SH221), right-click the day/start time of your booking and select “New Meeting Request”.
- Fill in the Subject field and Location field: Please be specific in Subject or contact detail, (ie. SGMA tutorial) to enable contact if there is an issue or conflict.
- Adjust the start and/or end times as required. For recurring meetings select the “Recurrence” button on the ribbon bar menu and select the required recurrence schedule.
- Select the “Scheduling Assistant” button on the ribbon bar menu.
- If required, select the “Add Attendees” button in the lower left corner.
- Enter the name(s) of the users to invite in the Search field and use the “Required” button to add them to the list.
- Use the “OK” button when you are finished adding names.
- Select the “Add Rooms” button in the lower left corner.
- Enter the name of the meeting room in the Search field (eg. HSB SH145) and use the “Rooms” button and then the “OK” button to add the room to the list of attendees.
- If entered, the list of attendees should now show the names of all users you wish to attend the meeting, as well as, the name of the meeting room.
- Use the “Send” button to complete the room booking and email a meeting invitation to all attendees.
- The booked meeting space has been created in the organizer’s calendar and the room is invited:
 - If the room is available, the employee who created the booking will receive an ‘accepted’ email from the room. The room has added the meeting to its calendar.
 - If the room is not available, the employee will receive a ‘Declined’ email from the room and the booking will not be added to the calendar. It is the responsibility of the organizer to delete or revise their meeting details.
 - If required, the booking creator may “Cancel Meeting” then “Send” at any time and the room booking will be removed from the room calendar as well. Calendar menu:
- **Booking Cancellations or Revisions:**
 - Can be done simply by deleting/revising the original calendar invite! 😊
 - If you did not use an Outlook Calendar invite you must:
 - Send an email to attendees and/or organizers
 - Post a note outside the room involved to ensure attendees are informed





❖ Scurfield Hall - Syndicate Rooms:

- <https://haskayne.ucalgary.ca/services/its/students/syndicate-room-booking>

❖ Haskayne Audio/Visual Equipment – ComMedia:

- <http://www.ucalgary.ca/it/commedia/booking>

❖ Haskayne Logistics and Event Group link:

- <http://haskayne.ucalgary.ca/haskayne/marcommevents>

❖ Scurfield Hall – Services/Facilities link:

- http://haskayne.ucalgary.ca/services/facilities/faq#quickset-field_collection_quicktabs_20

Keys:

- Keys can be picked up in SH315 during office hours (Mon-Fri: 8:30am-12:00pm, 1:00pm-4:30pm).
- Keys **must** be picked up, signed out, and dropped off by the same individual. Should keys become lost, the individual who originally signed out the key will be responsible for replacement (See Manager Facilities in SH315).
- Upon return, keys must be signed in. Failure to do so will result in the key remaining signed out and treated as if lost (see above).
- **After hours return:** You can return the key by putting it into an envelope (located outside the door of SH315), putting your name on the envelope, and putting it through the mail slot. The key will then be signed in on your behalf by a member of the Haskayne Facilities/Operations Team.

▼ When is Scurfield Hall open?

Scurfield Hall is officially open from 6:00am to 10:00pm, although the building is often open for extended hours beyond those noted. Most office areas are locked before 8:30am and after 4:30pm Monday to Friday and are locked on weekends. If you require a key to the building, you may request one from the Operations and Facilities Manager (bree.austen@haskayne.ucalgary.ca) or the Facilities Advisor (jane.brown@haskayne.ucalgary.ca).

If you need access to the building when it is locked and you do not have a key, contact Campus Security 24-hour Help Line at 403-220-5333. You will need to show your UCID card to gain access.

For assistance or queries regarding this process, please contact hsbroombooking@ucalgary.ca, a shared email/calendar managed by the Undergraduate Programs Office.