



Room Booking Guidelines for use of the RBC Room, SH310

These guidelines apply to all users of the RBC Room, SH310. Failure to follow the below guidelines will result in loss of privilege to book this space. By continuing with your booking, you are agreeing to the terms and conditions below.

General Guidelines

Maximum 42 seated occupants.

1. Users shall accept responsibility for the cost of replacement or repair of furnishings, equipment, carpeting, or walls due to damage, negligence, or misuse.
2. No materials of any kind can be placed on walls; the use of flip charts is recommended.
3. The U of C is a **Scent-free** environment and we would appreciate your cooperation when using this room. For further info, please refer to this website: www.ucalgary.ca/scentfree.
4. Executive Education, Dean's Bookings, Provost Bookings, Haskayne Bookings have priority over all other bookings. Student bookings **must** be prepared to be bumped if required. If the appointment is bumped, we will strive to give the original requestor as much notice as possible and help arrange for an alternative room.
5. Any additional equipment that you require outside of catering or AV needs, you are responsible to supply (easels, tablecloths, staging, etc....).

Room Bookings

- You can make a booking for this space by visiting the Haskayne webpage, clicking under "Services," and clicking the room booking option.
- Room bookings are coordinated through Administrative Assistant (Main Reception) in the Undergrad Office. Please submit an online booking request to book a space.
- Please expect a response within 24-hours.

Access Cards

- Access card must be picked up in SH149 during office hours (8:30am-12:00pm, 1:00pm-4:30pm Mon- Fri).
- Access card **must** be picked up, signed out, and dropped off by the same individual. Should keys or access cards become lost, the individual who originally signed out the key or access card will be responsible for replacement (see Advisor, Facilities SH149).
- Upon return, keys and access cards must be signed in. Failure to do so will result in the key or access card remaining signed out and treated as if lost (see above).

Food & Beverages

- Only use the on-campus caterers, either Aramark or Student Union Catering. You can also use any of the kiosks located in MacEwan Hall. **Booking the caterer is the responsibility of the end-user.**
- Please dispose of **all** garbage and recyclables in the appropriate bins.
 - What does not fit in the receptacles located in the room needs to be brought down to the larger garbage and recycling bins located in the loading dock area (1st floor Scurfield Hall).
- If you **serve food**, you **MUST** request cleaning by clicking here: <http://afm.ucalgary.ca/archibus/navigator-details.axvw>
- Each table must be wiped down after use if food and beverages are served.

Arranging Furniture

- You are welcome to rearrange the furnishings for the events however, you **MUST** return the room to the proper order once the event is complete (see diagram). **Arranging the set-up is the responsibility of the end-user.**
- Under **NO** circumstances can the furniture be removed from the room. Furnishings **CANNOT** be brought into the room without prior consent (Advisor, Facilities Manager SH149).
- If you choose to move the tables, you must unlock the wheel castors – **dragging or pulling the tables will result in damage to the tablelegs.**

Technology

- **Do not tape signage to walls.** You can use the room posting clips to hang notes/posters relevant to your booking. Please remove these notes/posters when your booking has ended.
- Should you need the podium 'activated' for presentations, you need to contact Commedia **PRIOR** to your event (E: commedia@ucalgary.ca or (403) 220-3711 or Online <http://www.ucalgary.ca/it/commedia/booking>)
 - You **CANNOT** use the podium nor the equipment in the room unless it is turned on by Commedia.