

Haskayne School of Business

2500 University Drive, NW
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UNIVERSITY OF CALGARY
HASKAYNE SCHOOL OF BUSINESS

Room Booking Guidelines for use of the BMO Forum, SH361

These guidelines apply to all users of the BMO Forum, SH361. Failure to follow the 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 314 seated/397 standing 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.
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Key: The only key that may be required for this space is to the storage space where events storage (chairs, tables, etc....) are kept.

- Key must be picked up in SH149 during office hours Monday-Friday (8:30am-12:00pm, 1:00pm-4:30pm).
- Key **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 Advisor, Facilities in SH149).
- Upon return, key must be signed in. Failure to do so will result in the key 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. **Arranging the set-up is the responsibility of the end-user.**
- If you choose to move the furniture, **dragging or pulling the furniture will result in damage to the furniture legs.**

Technology

- **Please note that this room does not have the technology for presentations requiring a projector.**
- Do not tape signage to walls. You can use the room posting magnetic clips to hang notes/posters relevant to your booking. Please remove these notes / posters at the end of your booking.