



**UCAE Space Booking Agreement for Graduate Students' Association (GSA)  
Student Groups**

**Classrooms, Tables, & Green Spaces**

**Valid: September 1, 2020 – August 31, 2021**

**Departmental Graduate Association (DGA):** means a graduate student organization composed of Active Members in a Department at UCalgary and officially recognized by the GSA.

**Graduate Student Group (GSG):** means a graduate student organization composed of Active Members linked by a common academic or other interest and officially recognized by the GSA. This group could also be still using the name Graduate Research Network (GRN).

For this agreement both **DGA** and **GSG** groups will be covered under the blanket agreement for the **GSA**.

Accommodations and Events (UCAE) has over 149 classrooms and more than 200 hectares of beautiful campus green spaces. Many Graduate Students' Association (GSA) Groups request to book our spaces for their use for a variety of events throughout the year. As part of the campus community, UCAE is happy to extend the usage of these spaces for a set number of events per year, to GSA Student Groups for the purpose of their group meetings and social gatherings. This agreement outlines the roles, responsibilities and expectations of the GSA Student Groups for using the space. This agreement also outlines the responsibilities and commitment made by Accommodations and Events (UCAE) to book these spaces for GSA Student Groups.

This agreement is valid from September 1, 2020 to August 31, 2021. Only those designated as GSA Student Groups may book space through Accommodations and Events. The designated booker acts on behalf of all GSA Group members and it is their responsibility to ensure all group members are aware of the rules and adheres to them whether in attendance at the meeting or event or not. The entire GSA Student Groups and its membership are bound to this agreement.

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 Centre, Hotel Alma, The Olympic Volunteer Centre, EEEL, or Yamnuska Hall, or any other spaces managed by UCAE.

**\*\*\* It is up to the GSA Student Groups 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 completed using the [UCAE Classroom Booking Form](#)

The Classroom Events Assistant or a UCAE colleague will reply to your request and then confirm your booking. Not all requests can be fulfilled as academic programming takes first priority.

The Graduate Students' Association Student Groups will be entitled to two (2) free room bookings per month. Any additional bookings may be made at a 40% groups discount.

Graduate Students' Association Student Groups charging an admission fee for their events will be subject to the non-profit standard classroom rental rate minus a 15% discount.

Please plan ahead as much as possible prior to requesting a classroom booking. UCAE requires **at least 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**

UCAE requires at least 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 group. Should you have multiple cancellations and changes, further booking privileges may be revoked for the Graduate Students' Association Student Groups.

### **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 Graduate Students' Association Student Groups 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 Graduate Students' Association Group to remove any garbage and clean any surfaces that are used, this includes pizza boxes, pop cans, and other food items. Should the Graduate Students' Association Groups 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.***

### **AV Requirements**

Any AV requirements must be ordered in advance of your meeting.

***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>***

***Note: Streaming of live sporting events in classroom or meeting rooms is strictly prohibited.***

### **Table Booking Requests**

The Graduate Students Association groups are permitted to book tables through UCAE.

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 the **[UCAE Table Booking Form](#)**

The Classroom Events Assistant or otherUCAE staff will reply to your request and if available confirm your booking.UCAE requires **at least 10 business days in advance** to reserve a table booking. **Any Graduate Students' Association Student Groups 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 byUCAE 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 group manual may result in immediate cancellation of space or charges to the group.

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 the [UCAE Green Space Booking Form](#)

The Graduate Students' Association Student Groups are permitted to book green spaces on campus throughUCAE. There are 25 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 atUCAE, once your booking is confirmed you will be asked to sign an agreement for the use of this space.

If food is being served/sold, they must follow strict food handling procedures, pre-cooked meats, a hand washing station, as well as proper waste management specified in the UofC Special Event Guidelines



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Sometimes unforeseen circumstances or accidents happen. It is important that the Graduate Students' Association Student Groups know their responsibilities if these occur:

The Graduate Students' Association Student Groups will be financially responsible to UCAE 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 any of their bookings and will be responsible to reimburse UCAE plus 25% for any extraneous charges incurred attributable to the groups' 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 group will be suspended until they have been paid in full.

As mentioned, successful planning rests on open communication between UCAE and the group. The group 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.

The Graduate Students' Association Student Groups may then bring in outside food, but must advise UCAE of this in advance. The Graduate Students' Association Student Groups are 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 Graduate Students' Association Student Groups are 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 the Graduate Students' Association Student Groups' booking privileges.

**Date:** August 4, 2020

**(Signed by the GSA VP Student Life and Governance & Services Coordinator on behalf of all DGAs, GSGs, and other GSA groups)**

**VP Student Life (print name & email): Mary Zhang (vpsl.gsa@ucalgary.ca)**

**Signature:** *Mary Zhang*

**Governance & Services Coordinator (print name & email): Crystal Ellis  
(governance.gsa@ucalgary.ca)**

**Signature:** *CE*