CEM Space Booking Agreement for Graduate Students’ Association (GSA) Student Groups
Classrooms, Tables & Green Spaces
Valid: September 1, 2018 – August 31, 2019

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 Students’ 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.

Conference and Event Management (CEM) has over 116 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, CEM 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 Conference and Event Management (CEM) to book these spaces for GSA Student Groups.

This agreement is valid from September 1, 2018 to August 31, 2019. Only those designated by the GSA Student Groups may book space through Conference and Event Management. 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 Center, Hotel Alma, The Olympic Volunteer Centre, EEEL, or Yannnuska Hall or any other spaces managed by CEM.

*** 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

Classroom Booking Requests
All requests for classrooms through the GSA Event Submission Form: https://gsa.ucalgary.ca/eventforms/
A GSA Staff will follow up with the submission if additional information is required.

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.

The Graduate Students Association Student Groups will receive a total of 120 free classroom rentals per calendar 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 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 week’s 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. This is not a free service, though groups recognized by the Graduate Students’ Association Student Groups will 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
The Graduate Students Association groups are permitted to book tables through CEM. There are 6 locations to choose from:

<table>
<thead>
<tr>
<th>Table 1</th>
<th>Link between ICT and ES (ICT side)</th>
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</thead>
<tbody>
<tr>
<td>Table 2</td>
<td>ICT 102 (outside the entrance)</td>
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<tr>
<td>Table 3</td>
<td>Common area ICT (across from Good Earth)</td>
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<tr>
<td>Table 4</td>
<td>Science Theatres Lobby</td>
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<tr>
<td>Table 5</td>
<td>Science Theatres Lobby</td>
</tr>
<tr>
<td>Table 6 **</td>
<td>Science B Lobby</td>
</tr>
<tr>
<td>Table 7 **</td>
<td>MacKinnie Library(Main floor)</td>
</tr>
<tr>
<td>Table 9 ***</td>
<td>Earth Science (Stone Desk)</td>
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</tbody>
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**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 GSA Event Submission Form: https://gsa.ucalgary.ca/eventforms/
A GSA Staff will follow up with the submission if additional information is required.

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. 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 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 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 GSA Event Submission Form: [https://gsa.ucalgary.ca/eventforms/](https://gsa.ucalgary.ca/eventforms/)

A GSA Staff will follow up with the submission if additional information is required.

The Graduate Students’ Association Student Groups 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.

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.
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 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 any of their bookings and will be responsible to reimburse CEM 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 CEM 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 CEM 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: September 6, 2018**

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