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# GRADUATE STUDENTS' ASSOCIATION DGAs and GSGs - COM/MEDIA BILLING GUIDELINES

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## Document History

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.3		05-11-18	Revisions incorporated into draft	Keith Mills	
.4		09-10-19	Reviewed and revised	Keith Mills	E-mail

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## Purpose

The purpose of this document is to define billing guidelines for the special interest groups of the Graduate Students' Association (GSA)--Departmental Graduate Associations (DGAs) and Graduate Student Groups (GSGs), the GSA Council, and committees--and the services provided by the Com/Media Information Technologies group. These guidelines will be implemented and in effect December 1, 2019 and may be reviewed annually.

## General Guidelines

- Only applies to the GSA approved DGAs and GSGs (see Appendix)
- Room bookings will be mandatory for the DGAs and GSGs
- Bookings should be made at least 48 hours in advance via:
  - Telephone: 403-220-3711
  - Email: [commedia@ucalgary.ca](mailto:commedia@ucalgary.ca)
  - Internet: On-line Booking Form (see Appendix)
  - In person in Math Sciences at MS 57
- Payments (if required) can be made by cash, cheque, debit or credit card
- Fees for conferences hosted by GSA groups will be estimated individually by our events team as the requirements for conferences vary
  - A conference will be defined as an event using more than two rooms simultaneously
  - The first two rooms each day will be free of charge, assuming that they meet the standard conditions given below
- GSA groups will be billed for the replacement of any missing or damaged equipment that occurs during their event. This condition also applies to the classroom facility itself. Rooms will be inspected following events to make note of any issues.

## Weekdays

No charge for Com/Media services under the following conditions:

- Monday - Friday, 08:00 – 21:30
- Centrally Scheduled Registrar Rooms with installed equipment (See Appendix)
- Any additional equipment (see Appendix) needed would be at normal on-campus rental rates and labour (delivery)
  - Labour \$35/hour – Minimum charge half hour
- Any bookings in rooms without installed gear will be charged at normal on-campus rates for equipment and labour (delivery)
  - Labour \$35/hour – Minimum charge half hour
- Overtime labour charges will apply for events that go beyond the hours listed above
  - \$52.50/hour



## Saturdays

No charge for Com/Media services under the following conditions:

- Saturday, 09:00 -17:00
- Centrally Scheduled Registrar Rooms with Installed equipment (See Appendix)
- Any additional equipment (see Appendix) needed would be at normal on-campus rental rates and labour (delivery)
- Labour charges are as follows: \$52.50/hour with a 3-hour minimum; pricing will vary depending on the duration of the event

## Sundays and Statutory Holidays

Labour charges will be applied for all Sunday and statutory holiday bookings under the following conditions:

- Sunday and Statutory Holidays, 00:00 -23:59
- No equipment charges for Centrally Scheduled Registrar Rooms with Installed equipment
- Any additional equipment (see Appendix) needed would be at normal on-campus rental rates
- Labour charges are as follows: \$70/hour with a 3-hour minimum; pricing will vary depending on the duration of the event

## Appendix

### Graduate Students' Association Approved DGAs

When booking orders, Com/Media will refer to the current on-line list of DGAs at:

<https://gsa.ucalgary.ca/dgasgrns/dga-list/>

### Graduate Students' Association Approved GSGs

When booking orders, Com/Media will refer to the current on-line list of GSGs at:

<https://gsa.ucalgary.ca/graduatestudentgroups/>

### Graduate Students' Association Approved Committees

When booking orders, Com/Media will refer to the current list of committees at:

<https://gsa.ucalgary.ca/services/committees>

### On-line booking form

<https://www.ucalgary.ca/it/>

### Centrally Scheduled Registrar's Rooms:

A list of the centrally scheduled rooms, and the audio-visual equipment installed in them, is available at:

[https://ucalgary.service-now.com/kb\\_view.do?sysparm\\_article=KB0030461](https://ucalgary.service-now.com/kb_view.do?sysparm_article=KB0030461)

### Basic Additional Equipment Price List (per day)

- Sound system \$10.00
- Wireless Mic \$25.00
- Projector \$75.00
- Computer \$35.00
- Other equipment prices provided as required