

## **MSC Space Booking and Usage Procedure** *Operations and Finance Committee*

Created<sup>1</sup>: September 9, 2008 (Executive Cabinet, 66.30) and  
October 5, 2010 (Operations and Finance Committee, 68.21)

Amended<sup>2</sup>: May 22, 2014 (72.03); October 7, 2014 (72.18);  
February 10, 2015 (72.33); October 20, 2015 (73.25)



### **Definitions**

*MacEwan Conference and Event Centre (MCEC)* refers to the Students' Union (SU) business responsible for managing bookable space in MacEwan Student Centre (MSC).

*MSC Council Chambers* refers to MSC 280. This room is also known as Executive Council Chambers.

*MSC North Courtyard* refers to the space located on the North side of MSC outside of the SU Clubs Office.

*MSC South Courtyard* refers to the space located on the South side of MSC outside of the SU Main Office.

*Registered Student Organization* refers to a formal third-party student group such as a club, association, society, or Greek Letter Organization that has registered with the SU, subject to SU policies and procedures, for access to services, resources and other benefits.

*That Empty Space* refers to MSC 115.

*Public* refers to on- and off-campus individuals and groups that are external to the Students' Union, including the University of Calgary, its departments and units, and other organizations.

### **Authority**

- 1 (1) Operations and Finance Committee is established in section 109(1)(d) of the Union Bylaw.
- (2) The Operations and Finance Committee Terms of Reference section 2(j) states that Operations and Finance Committee has been delegated the authority to review and approve matters related to space planning and usage of SU facilities.

### **General Booking Policies**

- 2 (1) The MSC South Courtyard, That Empty Space, and MSC Council Chambers are reserved for internal use, unless the SU General Manager or designate determines that a Public booking would not conflict with anticipated internal requirements.

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<sup>1</sup> MSC South Courtyard Stage Booking and Usage Operational Procedure approved by the Executive Cabinet on Sept. 9, 2008 (66.30); MSC That Empty Space Booking and Usage Operational Procedure approved by Operations and Finance Committee on Oct. 5, 2010 (68.21)

<sup>2</sup> Procedures amalgamated and approved by Operations and Finance Committee on May 22, 2014.

## **South Courtyard**

- 3 (1) The MSC South Courtyard and stage is available for booking by SU departments and Registered Student Organizations from September 1 through April 30, on a priority basis.
- (2) Space booking requests by SU departments shall be made by contacting the General Manager or designate directly.
  - (a) Members of the Student Services department shall make every effort to book all regularly recurring student events (i.e. election forums, club week, etc.) at least six months in advance of the date of the event.
  - (b) SU departments may book the MSC South Courtyard and stage at no cost.
- (3) Space booking requests by Registered Student Organizations shall be made through the online booking form available on the SU website. These requests shall be processed by the General Manager or designate.
  - (a) Registered Student Organizations shall be entitled to two free, eight-hour bookings of the MSC South Courtyard per semester during the fall and winter terms, subject to availability.
  - (b) Additional or longer space bookings may be made at a 50% clubs discount.
  - (c) Any set-up or A/V requirements beyond existing seating and the dedicated stage sound system may incur an additional cost.
  - (d) The General Manager or designate may deny access to the MSC South Courtyard for club events that are deemed to be inappropriate for the space.
  - (e) Except where they may conflict with this procedure, all terms of conditions of club room bookings contained in Union Policy, contracts, and agreements shall apply to bookings of the MSC South Courtyard and stage.
- 4 (1) The MSC South Courtyard and stage is available for Public bookings during the fall and winter terms from September 1 through April 30.
  - (a) Public booking requests shall be accepted no earlier than 30 days in advance of the booking date.
  - (b) Requests for Public bookings shall be made through MCEC and shall be subject to approval in writing by the General Manager or designate. The General Manager or designate shall endeavor to respond to written requests for Public booking approval from MCEC within one business day of receiving the request.
- (2) Public bookings shall be subject to the regular rental fee administered by MCEC.
- (3) Requests for Public bookings from May 1 to August 31 shall be processed and administered exclusively through MCEC.

## **That Empty Space**

- 5 (1) That Empty Space is available for booking by SU departments and Registered Student Organizations from September 1 through April 30, on a priority basis.

- (2) Space booking requests by SU departments shall be made by contacting the General Manager or designate directly.
  - (a) Members of the Student Services department shall make every effort to book all regularly recurring student events at least six months in advance of the date of the event.
  - (b) SU departments may book That Empty Space at no cost.
- (3) Space booking requests by Registered Student Organizations shall be made through the online booking form available on the SU website. These requests shall be processed by the General Manager or designate.
  - (a) Registered Student Organizations shall be entitled to two free, eight-hour bookings of That Empty Space per month during the fall and winter terms, subject to availability.
  - (b) Additional or longer space bookings may be made at a 50% clubs discount.
  - (c) Registered Student Organizations may configure the existing couches, tables, and chairs in That Empty Space, however, clubs shall not be permitted to remove furniture from the room.
  - (d) Any set-up or A/V requirements beyond existing seating shall incur an additional cost.
  - (e) The General Manager or designate may deny access to That Empty Space for Registered Student Organizations events that are deemed to be inappropriate for the space.
  - (f) Except where they may conflict with this procedure, all terms and conditions of club room bookings detailing in Union Policy, contracts, and agreements shall apply to bookings of That Empty Space.
- 6 (1) That Empty Space is available for Public bookings during the fall and winter terms from September 1 through April 30.
  - (a) Public booking requests shall be accepted no earlier than 30 days in advance of the booking date.
  - (b) Requests for Public bookings shall be made through MCEC and shall be subject to approval in writing by the General Manager or designate. The General Manager or designate shall endeavor to respond to written requests for Public booking approval from MCEC within one business day of receiving the request.
- (2) Public bookings shall be subject to the regular rental fee administered by MCEC.
- (3) Requests for Public bookings from May 1 to August 31 shall be processed and administered exclusively through MCEC.

### **MSC Council Chambers**

- 7 (1) MSC Council Chambers is available for booking by SU departments and Registered Student Organizations on a priority basis.
  - (a) Regularly scheduled Students' Legislative Council (SLC) and Operations and Finance Committee meetings booked in MSC Council Chambers shall be inviolable.

- (2) Space booking requests by SU departments shall be made by contacting the General Manager or designate directly.
  - (a) Members of the Student Services department shall make every effort to book all regularly recurring events and meetings at least six months in advance.
  - (b) SU departments may book MSC Council Chambers at no cost.
- (3) Space booking requests by Registered Student Organizations shall be made through the online booking form available on the SU website. These requests shall be processed by the General Manager or designate.
  - (a) Registered Student Organizations shall be entitled to two free, four-hour bookings in MSC Council Chambers, subject to availability.
  - (b) Additional or longer space bookings may be made at a 50% Registered Student Organizations discount.
  - (c) Registered Student Organizations may configure the existing chairs in MSC Council Chambers; however, Registered Student Organizations shall not be permitted to remove furniture from the room.
  - (d) Any set-up or A/V requirements beyond existing seating shall incur an additional cost.
  - (e) The General Manager or designate may deny access to MSC Council Chambers for Registered Student Organizations events that are deemed to be inappropriate for the space.
  - (f) Except where they may conflict with this procedure, all terms and conditions of Registered Student Organizations room bookings detailed in Union Policy, contracts, and agreements shall apply to bookings of MSC Council Chambers.
- 8 (1) MSC Council Chambers is available for Public bookings during the fall and winter terms from September 1 through April 30.
  - (a) Public booking requests shall be accepted no earlier than 30 days in advance of the booking date.
  - (b) Requests for Public bookings shall be made through MCEC and shall be subject to approval in writing by the General Manager or designate. The General Manager or designate shall endeavor to respond to written requests for Public booking approval from MCEC within one business day of receiving the request.
- (2) Public bookings shall be subject to the regular rental fee administered by MCEC.
- (3) Requests for Public bookings from May 1 to August 31 shall be processed and administered exclusively through MCEC.

### **Sound System**

- 9 (1) SU owned sound system equipment<sup>3</sup> for the South Courtyard stage shall be available for use by clubs and internal departments only.

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<sup>3</sup> Sound system equipment consists of a 9000 series TOA amplifier, two TOA line array speakers complete with stands, and eight Sennheiser microphones.

- (2) MCEC shall arrange sound and other A/V equipment rental through University of Calgary Com-Media for Public bookings.

### **Space Set-Up Requirements**

- 10 (1) MCEC shall be responsible for completing special set-up requirements<sup>4</sup> for the MSC South Courtyard and That Empty Space.
  - (2) Requests for set-up assistance shall be submitted at least two weeks in advance through the General Manager or designate to MCEC.
  - (3) Set-up configurations shall be subject to availability of storage space for existing furniture and maximum venue capacities, as determined by MCEC.

### **Noise Management**

- 11 (1) The General Manager or designate and MCEC shall be responsible for the mutual enjoyment of customers holding events at the same time in the South and North Courtyards. Care will be taken when booking courtyard events to ensure that events will not interfere with other pre-booked space, including existing table bookings.
  - (a) When arranging space requirements the General Manager or designate and MCEC shall determine the need for amplified sound, if there will be drumming, and who will be providing or responsible for amplified sound.
  - (b) Event organizers shall be provided advice and notified of this sound policy during the planning stages of the event.
  - (c) Periods of live drumming and noise level stipulations shall be included in the contracts for events.
- (2) The General Manager or designate and MCEC shall be responsible for ensuring that the noise generated by events does not disturb the tenants of MacEwan Student Centre.
  - (a) Permitted noise levels in the North and South Courtyards of MacEwan Student Centre shall be no more than 75 decibels on a constant basis and 85 decibels at peak levels.
  - (b) Live drumming shall not be permitted for a period longer than 30 minutes during an event unless it can be demonstrated that the volume can be controlled on constant basis at a level no more than 75 decibels.
  - (c) Complaints of excessive noise regarding Registered Student Organizations or SU departments shall be managed by the General Manager or designate.
  - (d) Complaints of excessive noise regarding Public bookings shall be managed by MCEC.
- (4) The General Manager or designate and MCEC may choose to terminate an event after reasonable warning related to excessive noise has been issued.

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<sup>4</sup> Special set-up requirements may include setting up chairs, moving existing couches and chairs, setting the space for a banquet, or bringing in extra seating.