

MacEwan Conference & Events Centre

Room & Table Booking Allocation

Student Groups/Student and Enrollment Services

The Students' Union recognizes the important contributions made by campus groups who are not formally affiliated with our organization. As such, we have designated a limited number of annual complimentary/discounted space allocations in the MacEwan Student Centre for various university and other units. These allocations are outlined below.

In order to access these privileges, simply let the MacEwan Conference & Events Centre (MCEC) know that you would like to do so when making a booking (online bookings may be at <https://www.su.ucalgary.ca/forms/room/> or by calling 403-220-3032). MCEC will be tracking use from your unit and will be able to tell you if your privileges have already been accessed. For simplicity's sake, **we recommend that you designate a single individual to make all bookings with us.** This will prevent situations where bookings are used without the knowledge of the majority of your unit.

Please note the following limitations:

- Monthly space and table allocations are not cumulative and cannot be carried over from one month to the next.
- Complimentary space allocations will have the room booking charge waived. The unit will still be responsible for any hard costs (such as equipment rentals, labor costs or catering) incurred during booking.
- Space allocations and discounts are not applicable to the booking of the MSC north or south courtyards, Shirley Anastasia Robertson Lounge, MacEwan Hall or the MSC Ballroom.
- Bookings are subject to availability. MCEC cannot guarantee that a space will be available at the time of booking.
- All bookings are subject to MCEC and Students' Union policies and procedures, including the Acceptable Display Procedure and the MSC Signage Policy. Units are required to adhere to all regulations elaborated in the MCEC contract they will sign for each booking.
- Space and table allocations and discounts are not transferrable and may not be sublet to any other group.
- The Students' Union reserves the right to alter, withhold or withdraw these privileges from any or all units at any time without prior notice.
- Pricing and availability for space and table bookings is variable throughout the year. For the most up to date information, please consult the MCEC website at <http://www.macewancentre.com>.

For booking requests that exceed the privileges listed below, you may consider submitting an SU Partnership Program application. To do so, please consult the instructions at <http://www.su.ucalgary.ca/page/affordability-accessibility/partnerships>.

Table Bookings

For booking purposes, tables are considered either sales tables or information tables. The former are revenue generating (a product will be sold) and are subject to more restrictions than the latter. For more information, please contact MCEC.

GROUP	Free or Discounted Non-Non-Revenue Generating (Info)	Additional Non-Revenue (Info)	Free or Discounted Revenue Generating (Sales)	Additional Revenue
SES (Student & Enrollment Services)				
Career Services	1 Free/month	Full Cost	1 at 50% Discount	Full Cost
Centre for Community Engaged Learning (CCEL)	1 Free/month	Full Cost	1 at 50% Discount	Full Cost
Centre for International Students & Study Abroad (CISSA)	1 Free/month	Full Cost	1 at 50% Discount	Full Cost
Student Accessibility Services (SAS)	1 Free/month	Full Cost	1 at 50% Discount	Full Cost
Faith and Spirituality Centre	1 Free/month	Full Cost	1 at 50% Discount	Full Cost
Leadership and Student Engagement	1 Free/month	Full Cost	1 at 50% Discount	Full Cost
Native Centre	1 Free/month	Full Cost	1 at 50% Discount	Full Cost
Student Success Centre (SSC)	1 Free/month	Full Cost	1 at 50% Discount	Full Cost
Wellness Centre	1 Free/month	Full Cost	1 at 50% Discount	Full Cost
Women's Resource Centre (WRC)	1 Free/month	Full Cost	1 at 50% Discount	Full Cost
Residence Students Association (RSA)	2 Free/semester	50% Discount	1 at 50% Discount	Full Cost
Student Legal Assistance Society	2 Free/semester	Full Cost	0	Full Cost
Dinos/Athletics	2 Free/semester	50% Discount	1 at 50% Discount	Full Cost
Tri-Media				
CJSW	2 Free/semester	50% Discount	1 at 50% Discount	Full Cost
NUTV	2 Free/semester	50% Discount	1 at 50% Discount	Full Cost
The Gauntlet	2 Free/semester	50% Discount	1 at 50% Discount	Full Cost

Room Bookings

GROUP	Free or Discounted	Additional Bookings
Tri-Media		
CJSW	1 Free/Week	20% Discount
NUTV	1 Free/Week	20% Discount
The Gauntlet	1 Free/Week	20% Discount
Residence Students Association (RSA)	1 Free/Week; Free bi-weekly meetings in Executive Council Chambers	20% Discount
SES (Student & Enrollment Services)		
Career Services	1 Free/Month	20% Discount
Centre for Community Engaged Learning (CCEL)	1 Free/Month	20% Discount
Centre for International Students & Study Abroad (CISSA)	1 Free/Month	20% Discount
Student Accessibility Services (SAS)	1 Free/Month	20% Discount
Faith and Spirituality Centre	1 Free/Month	20% Discount
Leadership and Student Engagement	1 Free/Month	20% Discount
Native Centre	1 Free/Month	20% Discount
Student Success Centre (SSC)	1 Free/Month	20% Discount
Wellness Centre	1 Free/Month	20% Discount
Women's Resource Centre (WRC)	1 Free/Month	20% Discount

Meeting Room Capacities and Pricing

The capacities listed below are only estimates and may be subject to change. Prices noted do not include GST and gratuity.

MEETING ROOM	SEATING CAPACITIES			RENTAL COST
	Theatre	Classroom	Boardroom	8 hr. / 24 hr.
Ariel	24	12	18	\$175.00 / \$225.00
Bianca	60	24	20	\$250.00 / \$300.00
Cassio A	50	28	24	\$275.00 / \$350.00
Cassio B	50	24	24	\$250.00 / \$300.00
Cassio A&B	100	40	32	\$450.00 / \$550.00
Desdemona	-	-	14	\$175.00 / \$225.00
Escalus	88	40	34	\$350.00 / \$425.00
Falstaff	-	-	8	\$150.00 / \$180.00
Guildenstern	26	12	16	\$175.00 / \$225.00
Hamlet	26	12	16	\$175.00 / \$225.00
Council Chambers	80	-	20	\$450.00 / \$565.00
That Empty Space	90	30	20	\$550.00 / \$750.00