These rooms are for University of Calgary Faculty and Staff use only.

In order to maintain the meeting rooms in the Undergraduate Science Centre Office as a leading space for meetings on campus, the following terms and conditions apply. Failure to follow the below guidelines will result in loss of privilege to book this space.

**General Guidelines**

1. Users shall accept responsibility for the cost of replacement or repair of furnishings, equipment, carpeting or walls due to negligence or misuse.
2. The University of Calgary is a Scent-Free environment and we would appreciate your cooperation when using this room. For further information, please refer to this website: [www.ucalgary.ca/scentfree](http://www.ucalgary.ca/scentfree)
3. Priority for booking meeting rooms in the Undergraduate Science Centre Office is given to the portfolios and programs within the USC. Once the requirements for regular USC portfolios have been met, the Undergraduate Science Centre will consider booking requests from other units.
4. Please note that these spaces are not for hosting classes, fundraisers, events that are commercial in nature, student groups and meetings, or concerts/recitals. Additionally, in order to support multiple meeting needs, we may not be able to accommodate weeklong bookings or recurring bookings.

**Room Booking**

1. You can make a booking for meeting spaces by visiting the USC website under Contact US or directly in Ad Astra
2. Room bookings are coordinated through USC staff. Please allow up to 72 hours for a response.
3. Events must occur within the USC Office hours of operation (9-4 p.m.)
4. Event set up must be done during hours of operation.
5. Bookings can be made up to three months in advance.

**Furniture and Caretaking**

1. Users are responsible for general tidy-up and removal of excess garbage.
2. Furniture can be rearranged within the meeting room only (i.e. board room, workshop or classroom style). **You MUST return the room to the proper order once the event is complete.** Arranging the set-up is the responsibility of the end-user.
3. Under NO circumstances can the furniture be removed from the room. Tables and chairs may not be set up outside of the meeting rooms, as it disrupts the employees working within the area and for safety considerations.
4. If you choose to move the tables, you must unlock the wheel castors – dragging or pulling the tables will result in damage to the table legs.
5. If the Skyfold needs to be raised or lowered, please follow the posted instructions. If there are any concerns using the Skyfold, please ask a USC staff member for assistance.
Food and Drink

Food and drink are not permitted in the meetings rooms.

Technology and Other Provisions

1. Audio visual equipment is available in the rooms
2. Limited on-site support is available for the duration of your meeting.
3. No materials of any kind can be place on walls; the use of flip charts or whiteboards is recommended.
4. Signage/posters may not be taped, tacked or glued to the walls within the meeting rooms or around the USC Office.
5. There are no provisions for photocopying or faxing available
6. No storage space is available. Items left in the room after event will be disposed of.

Faculty Office Foyer and Collections Room

It must be noted if you will be using the Front Reception Area for any part of your meeting (i.e. waiting room, etc.)

Faculty of Science Undergraduate Science Centre – Available Meeting Spaces

<table>
<thead>
<tr>
<th>Room</th>
<th>Room Description</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>149 L</td>
<td>1 monitor, 1 computer, Clickshare (wireless screen sharing), HDMI</td>
<td>6</td>
</tr>
<tr>
<td>149 M</td>
<td>1 monitor, 1 computer, Clickshare (wireless screen sharing), HDMI, conference phone</td>
<td>10</td>
</tr>
<tr>
<td>149 L &amp; M</td>
<td>2 monitor, 2 computer, Clickshare (wireless screen sharing), HDIM, conference phone</td>
<td>18</td>
</tr>
</tbody>
</table>