Science Collaborative Space  
Terms of Use Agreement

The Science Collaborative Space (SCS) is a student space whose primary function is for use by students in an unstructured and collaborative way.

Requirements:
Events must be student-centered to be eligible to book the space. Events intended for or presented by Faculty of Science students will be given priority. Failure to meet the booking requirements will result in the request being denied.

The SCS can only be booked for a maximum of 8 hours between 8am-8pm on weekdays, including non-consecutive bookings by all applicants, during any given seven-day period. However, it can be booked outside of opening hours for longer periods of time if your proposal meets the criteria.

Booking Process:
To book the SCS, a complete online booking request form must be submitted at least two weeks in advance of the event date. Booking request submissions will be reviewed within 3-5 business days.

A booking request submission does not guarantee a room booking. The Undergraduate Science Centre reserves the right to terminate a booking at any time.

Room Capacity:
The SCS has the capacity for 75 individuals.

A/V & Room Equipment:
A/V
You must take a brief in-person A/V orientation in the days prior to the event, provided by our team, before using the A/V equipment in the SCS. Detailed instructions on how to use the A/V equipment are available in Appendix A.

- **Projector and screen:** The SCS includes a drop-down screen and ceiling-mounted projector. The projector can be connected to a computer through an HDMI connection. The projector does not come equipped with a computer.
- **Mic:** The SCS includes one mic attached to a podium. The mic cannot be removed from the podium. If an event requires multiple mics or wireless mics, the event organizer is responsible for supplying their own.
- **Connection cables:** The SCS includes some connection cables, including HDMI cables which can be used to connect with the projector. The SCS does not include adaptors. The event organizer is responsible for supplying their own adaptors if needed.

Equipment
The equipment in the SCS is available for your use, but you are responsible for returning them to their appropriate location at the end of the event and neatly storing any items that were in use.

- **Podium:** The podium and attached mic is available for your use if you require it for presentations or for workshops.
Sandwich Board Sign: The SCS has a dedicated Sandwich Board to direct participants to the room. If you wish to make use of the sandwich board, you can print an insert with the text for your sign and bring it with you on the day of the event.

Portable and Fixed Whiteboards: There are two movable whiteboards and three fixed whiteboards that are available for your use. If you plan on using the whiteboards, they must be cleaned and put back in their designated positions after your event. The SCS does not have whiteboard markers, or any other consumable item.

Furniture: Much of the furniture in the SCS is movable and flexible for a variety of uses. If you plan to disconnect the tables and move them, please advise our team so that we can review this with you at the same time as your A/V orientation. However, please note that the lounging chairs along the window and interior wall must not be moved for your event as they are plugged in to provide charging stations for students. If you move any of the lounging chairs and they become damaged, you will be charged for their repair.

All equipment, A/V cables, podium, sandwich board sign and furniture in the space must be returned to their appropriate space after the event. A floorplan (Appendix B) is included in this document for your reference. An inspection of the space will be conducted after your booking to ensure compliance with this requirement.

Food and Drink:
Food and drink for any event is the responsibility of the event organizer. We do not provide catering services. Please ensure that all waste from food service is properly disposed of and that leftover food is not left in the SCS.

Alcohol is not permitted in the Science Collaborative Space.

Agreement and Signature:
The SCS space must be respected as a student space first and foremost. Failure to meet any of the requirements in this document will result in a termination of booking privileges for you, your group, and your program, if required.

I, ____________________________, agree on this date, ________________, that I have read and agreed to fulfill the terms of use for booking the Science Collaborative Space.

____________________________
(Signature)
Appendix A: A/V

Screen
The screen is controlled by the panel on the wall next to the stage by the SCREEN UP and SCREEN DOWN controls.

Projector
The ceiling-mounted projector is controlled by the panel on the wall next to the stage. Do not attempt to use the controls on the actual projector mounted on the ceiling.

How to connect to the projector:
1. Select the POWER ON on the wall control panel
2. Select HDMI FLOOR BOX 1 on the wall control panel
3. Connect device to Floor Box 1’s HDMI plugin

Once the projector has been running and it is powered off, you will need to wait at least 10 minutes before it is cool enough to restart. Do not turn off the projector until you are finished with your presentation.

Podium and Mic
The podium is in the SCS storage closet and can be wheeled to the stage. The mic is attached to the podium and cannot be removed.

How to connect the mic and adjust volume
1. Turn ON the power in the control box inside the storage room closet
2. Connect the mic to Floor Box 1’s MIC 1 PODIUM plugin
3. Push the dial on the volume control panel (underneath the projector control panel)
4. Push the dial so it indicates FLOOR BOX 1 MIC 1
5. Turn the dial to increase or decrease mic volume (4 red dots is typically a good level)
A/V Floor Box
Use Floor Box 1 to plug in the mic and any devices for the projector. Floor Box 1 is located on the stage floor, closest to the ramp.