

# Science Collaborative Space

## Terms of Reference for Use

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

Booking of the SCS must meet the twin criteria of being science focused and student centered. To book the SCS provide a proposal of use to the Student Engagement Coordinator at [science.engagement@ucalgary.ca](mailto:science.engagement@ucalgary.ca) at least one week in advance of your event date. Failure to provide a proposal that fits the intended use of the space will result in your request being declined.

The SCS will only be booked for a maximum of 8 hours, including non-consecutive bookings by all applicants, during its opening times (8am to 8pm week days) 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 above criteria.

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.

All equipment, AV cables, podium, sandwich board sign and furniture in the space must be returned to its appropriate space. A furniture floor plan 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.

## Services and Equipment

**Sandwich Board Sign:** The SCS has a dedicated Sandwich Board to direct participants to the room. If you wish to make use of the sign please provide the Student Engagement Coordinator at [science.engagement@ucalgary.ca](mailto:science.engagement@ucalgary.ca) with the text for your sign at least 48 hours in advance of your booking and we will print the insert for you. It is your responsibility to put out the sandwich board and return it to the AV closet in the SCS

**Podium:** The podium is available for your use free of charge if you require it for presentations or for workshops. The Podium does not come equipped with a computer, and you must have a device that will use either a VGA or HDMI connection. You are responsible for returning the podium to the AV closet and ensuring that it is locked up securely. You are also responsible for neatly coiling the cables and putting them away in the floor box. You must take a brief AV orientation, provided by our team. before using the AV equipment in the SCS.

**Portable and Fixed Whiteboards:** There are four 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 will not provide you with whiteboard markers, or any other consumable item, so please come prepared with all the supplies you need for your event or workshop.

**Furniture:** Much of the furniture in the SCS is movable and flexible for a variety of uses, please arrange a time with the Student Engagement Coordinator who will show you how to disconnect the tables and move them (this can be done at the same time as your AV orientation). However 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.

**Catering:** Catering and food 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. \*Note, there are compost bins in the large hallway of the Science Theatres.

Use of the Science Collaborative Space

I (name) \_\_\_\_\_ agree on this date, \_\_\_\_\_, \_\_\_\_\_ 2017 that I have read and agreed to fulfill the terms of use for booking the Science Collaborative Space.

\_\_\_\_\_  
(Signature)

## AV FACTS



**Projector:** The projector controls are on the control panel on the wall next to the stage.

Use the “POWER ON” and POWER OFF” controls for the projector. Do not attempt to use the controls on the actual projector mounted on the ceiling. Once the projector has been running for a time if you turn it off you will have to wait for at least 10 minutes before it will be cool enough to restart. So don’t turn off the projector until you are finished with your presentation.

**Screen:** The screen is controlled with the Screen Up and Screen Down controls.

**AV Floor Boxes:** Use Floor Box 1. This is the box where you can plug the mic in from the podium. It also has a power outlets so you can plug in your laptop or tablet. You are responsible for recoiling the cables and putting them away neatly in the box)



**Podium:** The Podium is locked in the AV closet. The Student Engagement Coordinator will unlock the closet for you. The podium has the mic attached and you will just need to plug the mic in. The podium should be used to hold your laptop or tablet. You are responsible for returning the podium to the AV closet and ensuring it is locked.

**Volume controls.** The volume controls are under the projector controls. Push the dial to light up the function you want. The “floor box, mic 1” control is the topmost light. Turn the knob to adjust the volume.