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

In order to maintain the meeting rooms in the Biological Sciences Department 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 U of C 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 Biological Sciences Department is given to the regular programs, services and meetings of Biological Sciences Department members and Programs within the Faculty of Science. Once the requirements for regular programs, services and meetings have been met, the Faculty of Science will make its meeting rooms available to other units.
4. Meetings may be bumped for student exams and bio faculty meetings. If this occurs, we will strive to give the original requestor as much notice as possible and help arrange for an alternative room.
5. Please note that these spaces are not for hosting classes, fundraisers, events that are commercial in nature, or concerts/recitals. Additionally, in order to support multiple meeting needs, we may not be able to accommodate weeklong bookings or recurring bookings.
6. Please note that replacement fees will be incurred for any lost keys.

**Room Booking**

1. You can make a booking for meeting spaces directly in Ad Astra
2. Room bookings are coordinated through Naomi Proctor and Melissa Wrubleski – Please allow up to 48 hours for a response.
3. Events must occur within the Biological Sciences Department hours of operation (8:30am to 4:30pm). Please note – the Biological Sciences building and elevators unlock at 7:30am and lock at 6:00pm.
4. Please ensure that booking requests cover set-up and clean-up time.
5. Bookings can be made up to two months in advance.

**Furniture and Caretaking**

1. Users are responsible for general tidy-up, turning off lights and equipment, ensuring all doors are securely closed/locked behind you 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 (see diagram). 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.

**Food and Drink**

1. Food and drink are permitted in the meeting rooms, but the room must be cleaned up after use.
2. There is no access to kitchen facilities.
3. Users are responsible for booking their own catering.
4. Please do not leave leftover food or any disposable food containers in the meeting rooms. Coordinate with the caterer for pickup of these items immediately following your meeting. When food is delivered, the caterer and the booking party are responsible for cleanup and disposal.
5. Each table must be wiped down after use if food and beverage are served.

**Technology and Other Provisions**

1. Limited audio-visual equipment is available in the rooms. Refer to Astra for room specifications. Additional equipment must be booked through Com Media (Phone: 403-220-3711, website: http://www.ucalgary.ca/it/commedia/).
2. Limited on-site support is available for the duration of your meeting.
3. No materials of any kind can be placed 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.
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.

**Biological Sciences Keys**

Keys for the rooms may be picked up from the reception desk in the Biological Sciences main office BI 186 just prior to your booked time. Please note that the main office is closed from 12:00-1:00pm for lunch, please make prior arrangements to pick up the keys if your booking falls during this closure.

**Biological Sciences Department – Available Meeting Spaces**

*Please Note: These rooms are located in a work area, please be mindful of noise.*

<table>
<thead>
<tr>
<th>Room</th>
<th>Room Description</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 211</td>
<td>Ethernet Jack, Big Screen, White Boards, PC Box with USB, VGA &amp; HDMI inputs, Video Camera, Overhead Projector, PA Microphone and Webcam</td>
<td>70</td>
</tr>
<tr>
<td>BI 312</td>
<td>Ethernet Jack, Big TV Screen with VGA &amp; HDMI inputs, White Board, Webcam</td>
<td>12</td>
</tr>
<tr>
<td>BI 389</td>
<td>Ethernet Jack, Big TV Screen, Very Big TV Screen, PC Box with USB, VGA &amp; HDMI inputs, Polycom Video Conference System and Webcam</td>
<td>12</td>
</tr>
</tbody>
</table>