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

In order to maintain the meeting rooms in the Department of Physics and Astronomy (PHAS) - Science B building - as a 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 or damage to walls due to negligence or misuse.
2. Priority for booking meeting rooms in PHAS (Science B) is given to the regular programs, services and meetings of the Department of Physics and Astronomy. Once those requirements have been met, the Department will make its meeting rooms available to other units.
3. Meetings may be bumped for exams or high-priority meetings within the Department. If this occurs, we will strive to give the original requestor as much notice as possible and help arrange for an alternative room.
4. Please note that these spaces are to be used for meetings and not for hosting classes or events that are commercial in nature. We may not be able to accommodate weeklong bookings or recurring bookings.

**Room Booking**

1. You can make a booking for meeting spaces by emailing phasoffice@ucalgary.ca, or visiting Ad Astra.
2. Room bookings are coordinated through Marni Farrant and Camilla Mascardo. Please allow up to 48 hours for a response.
3. Events must occur within the Physics and Astronomy hours of operation (8:30am to 4:30pm).
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. Chairs should be replaced in the proper order once the event is complete.

**Food and Drink**

1. Food and drinks are permitted in the meeting rooms.
2. There is limited access to kitchen facilities.
3. Users are responsible for booking their own catering.
4. When food is delivered, the caterer and the booking party are responsible for cleanup and disposal. Please do not leave leftover food or any disposable food containers in the meeting rooms.
5. Tables 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
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.

Department of Physics and Astronomy – Available Meeting Spaces

<table>
<thead>
<tr>
<th>Room</th>
<th>Room Description</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB 605F</td>
<td>SHARP touchscreen monitor with HDMI and ClickShare connectivity, video camera and microphones</td>
<td>10</td>
</tr>
<tr>
<td>SB 512B</td>
<td>1 large monitor, 1 computer</td>
<td>8</td>
</tr>
<tr>
<td>SB 504A</td>
<td>Whiteboard only</td>
<td>6</td>
</tr>
</tbody>
</table>