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

In order to maintain the meeting rooms in the Faculty of Science Office of the Dean 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. Priority for booking meeting rooms in the Department of Mathematics and Statistics is given to the regular programs, services and meetings of the Department of Mathematics and Statistics. Once the requirements for regular programs, services and meetings have been met, the Department of Mathematics and Statistics will make its meeting rooms available to other units.
3. The Scheduling of Department of Mathematics and Statistics classes takes first priority in the booking of classrooms. Bookings may be bumped for Department of Mathematics and Statistics classes. If this occurs, we will strive to give the original requestor as much notice as possible and help arrange for an alternative room.
4. Bookings may be bumped for Department of Mathematics and Statistics 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 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. If bookings are scheduled to take place after business hours, room key must be picked up prior to the booking during regular business hours (M-F 8:30am-12:00pm & 1:00pm-4:30pm). If the booked rooms are locked during business hours please come to MS 476.
   *Please Note: Replacement fees will be incurred for any lost keys.

Room Booking

1. You can make a room booking directly in Ad Astra.
2. Room bookings are coordinated through Kendell Heydon (kaheydon@ucalgary.ca) & Rosanna Walsh (rmmoffat@ucalgary.ca) – Please allow up to 48 hours for a response.
3. Bookings in Labs or any bookings that require specialized software must be made a made a minimum of 2 weeks before the event. For software requests, please contact Danny Glin (dlglin@ucalgary.ca).
4. Please note – the Math Sciences building and elevators unlock at 6:00am and lock at 11:00pm. For any bookings that require after-hours access, contact Kendell Heydon (kaheydon@ucalgary.ca).
5. Please ensure that booking requests cover set-up and clean-up time.
6. 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 original room configuration 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.

Food and Drink

1. Food and drink are permitted in the booked 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 food containers in the booked rooms or at the Main Desk. 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: +1 (403) 220-3711 email: http://www.ucalgary.ca/it/commedia/).
2. There is no on-site support is available for the duration of your meeting. If you require IT support, contact Com Media.
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 Faculty 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.

Office Foyer and Halls

Please Note: These rooms are located in a work area, please be mindful of noise.
Department of Mathematics and Statistics – *Available Rooms*

*Please Note: MS 478 is the main meeting room for the Math & Stats Department. Any bookings requested for MS 478 have a high likelihood of being rescheduled.*

<table>
<thead>
<tr>
<th>Room</th>
<th>Room Description</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS 317</td>
<td>Computer Lab</td>
<td>32</td>
</tr>
<tr>
<td>MS 325</td>
<td>Classroom</td>
<td>50</td>
</tr>
<tr>
<td>MS 337</td>
<td>Seminar Room; Video Conference Enabled</td>
<td>20</td>
</tr>
<tr>
<td>MS 365</td>
<td>Classroom</td>
<td>30</td>
</tr>
<tr>
<td>MS 427</td>
<td>Classroom</td>
<td>30</td>
</tr>
<tr>
<td>MS 431</td>
<td>Classroom</td>
<td>48</td>
</tr>
<tr>
<td>MS 452</td>
<td>Seminar Room</td>
<td>12</td>
</tr>
<tr>
<td>MS 478</td>
<td>Seminar Room; Video Conference Enabled</td>
<td>14</td>
</tr>
<tr>
<td>MS 515/521</td>
<td>Computer Lab</td>
<td>60</td>
</tr>
<tr>
<td>MS 522</td>
<td>Seminar Room</td>
<td>12</td>
</tr>
<tr>
<td>MS 569</td>
<td>Classroom</td>
<td>30</td>
</tr>
<tr>
<td>MS 571</td>
<td>Computer Lab</td>
<td>30</td>
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</table>