In order to maintain the meeting rooms in the Department of Geoscience, 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 will be responsible for the cost of replacement or repair of furnishings, equipment, carpeting or walls due to negligence or misuse.
2. Priority for booking meeting rooms is given to our regular programs, services and meetings of the Department of Geoscience.
3. If the reservation is removed for a priority meeting, we will strive to give the original requestor as much notice as possible and assist in the arrangement for an alternative room.
4. Please note that in order to support multiple meeting needs, we may not be able to accommodate weeklong bookings or recurring bookings.

Room Booking

1. Room booking requests can be made at the Department of Geoscience website under “About – Main office support” or directly in Ad Astra
2. Room bookings are coordinated through the Department of Geoscience’s main office – Please allow up to 2 business days for processing.
3. If there are any questions or concerns, please contact the office 403.220.5184.

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 but is the responsibility of the user. The room MUST be returned to the original set-up once the event is complete.
3. Under NO circumstances can the furniture be removed from the room. For safety reasons, tables and chairs may not be set up outside of the meeting rooms.
4. If the tables are being moved, the wheel castors MUST be unlocked – 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, however, the room MUST be cleaned up after use.
2. Users are responsible for booking their own catering.
3. Please do not leave leftover food or food containers in the meeting rooms. Coordinate with the caterer for pickup of these items immediately following your meeting.
4. 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
2. Limited on-site support is available for the duration of your meeting. For additional assistance, ComMedia can be reached at 403.220.5001.
3. NO materials of any kind, including signage and posters, are to be taped, tacked or glued to the walls within the meeting rooms or the surrounding areas.
4. No storage space is available. Items left in the room after event will be disposed of.

Department of Geoscience – Available Meeting Spaces

<table>
<thead>
<tr>
<th>Room</th>
<th>Room Description</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES 136</td>
<td>Classroom podium, camera, microphone, projector, screen, conference phone, portable and fixed whiteboards</td>
<td>40</td>
</tr>
<tr>
<td>ES 524</td>
<td>2 large wall-mounted monitors, NO computer, HDMI/AirMedia/VGA connectivity, portable and fixed whiteboards, conference phone</td>
<td>20</td>
</tr>
<tr>
<td>ES 636</td>
<td>1 large wall-mounted monitor, computer, HDMI/AirMedia/VGA connectivity, fixed whiteboards, microphone, camera, speaker phone</td>
<td>12</td>
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</tbody>
</table>