

MSC Space Booking and Usage Procedure		
Parent Policy:	Operations and Finance Committee Terms of Reference	
Related Documents:	Stakeholder Rights Agreement Management and Use of Space Agreement	
Approving Body:	General Manager or Designate	
Passed:	September 9, 2008	
Amended:	September 16, 2022	

1 Purpose

- (1) The purpose of this policy is to:
- (a) Outline the procedures for booking space in **MSC**; and
 - (b) Outline the procedures and regulations for use of booked space within **MSC**.

2 Scope

- (1) This policy applies to:
- (a) **MCEC**;
 - (b) **SU** departments;
 - (c) **Registered Student Organizations**;
 - (d) organizations or members of the public who book event space in **MSC**; and
 - (e) the General Manager or designate.

3 Definitions

- (1) In this policy:
- (a) “**MacEwan Conference and Event Centre**” (**MCEC**) means the **SU** business responsible for managing bookable space in **MSC**;
 - (b) “**MSC Council Chambers**” means **MSC** room 280, also referred to as “Executive Council Chambers;”
 - (c) “**MSC North Courtyard**” means the space located on the north side of **MSC**, outside of the **SU** Clubs office;
 - (d) “**MSC South Courtyard**” means the space located on the south side of **MSC**, outside of the **SU** main office;

- (e) “**Registered Student Organization**” means a formal third-party student group such as a club, association, society that is registered with the **SU** in accordance with **SU** procedures for access to funding, services, or other benefits;
- (f) “**SU**” means the Students’ Union, the University of Calgary; and
- (g) “**That Empty Space**” refers to **MSC** room 115;

4 **Booking and Usage Discretion**

- (1) The **SU** retains the right of refusal at the discretion of the General Manager or designate for any bookings in, or usage of, **SU** managed spaces, including those described in this Procedure.
- (2) The General Manager or designate may refuse or terminate a booking or use of any **SU** managed space if the booking or use of the space interferes with the quiet enjoyment of students, building tenants, or the campus community in general.

5 **SU Department Bookings**

- (1) **SU** departments may book spaces in **MSC** by contacting the General Manager or designate.
- (2) Space booking requests for reoccurring **SU** events by members of the **SU** Student Services department should be made a minimum of six months in advance of the date of an event.
- (3) **SU** departments may book the **MSC South Courtyard** and stage, and **That Empty Space** on a priority basis from September 1 through April 30 at no cost.
- (4) **SU** departments may book **MSC Council Chambers** on a priority basis year-round at no cost.
- (5) Regularly scheduled meetings of the Students’ Legislative Council and the Operations and Finance committee in **MSC Council Chambers** are inviolable.

6 **Registered Student Organization Bookings**

- (1) Space booking requests made by **Registered Student Organizations**:
 - (a) must be made through processes established by the General Manager or designate, such as an online booking form;
 - (b) are subject to any other regulations established for handling **Registered Student Organization** events; and
 - (c) may be denied by the General Manager or designate if the booking or event is not operationally appropriate.
- (2) Where any guidelines, processes or information shared with **Registered Student Organizations** about the use of **MSC** spaces contradict the provisions of this procedure, this procedure prevails to the extent of the inconsistency.
- (3) **Registered Student Organizations** may:

- (a) make up to two eight-hour bookings in each of the **MSC South Courtyard** and **That Empty Space** in each of the Fall and Winter terms, subject to availability, at no cost;
- (b) make additional or longer bookings in **MSC South Courtyard** or **That Empty Space** at a 50% discount from standard fee rates established by **MCEC**, subject to availability;
- (c) configure existing couches, tables, and chairs in **That Empty Space**, without removing any furniture from the room, but must return the furniture to their original position prior to the conclusion of their booked time in the space; and
- (d) be responsible for additional costs associated with set-up or audio-visual requirements for their bookings in **MSC** spaces.

7 Public Bookings

- (1) The **MSC South Courtyard**, **That Empty Space**, and **MSC Council Chambers** are reserved for internal **SU** use from September 1 to April 30, unless the General Manager or designate determines that an external booking will not conflict with anticipated **SU** uses.
- (2) The General Manager or designate must respond to a written request for a public booking approval by **MCEC** in writing, within one business day of receiving the request.
- (3) During September 1 to April 30, public bookings may be requested no earlier than 30 days in advance of the event date.
- (4) Public bookings from May 1 to August 31 may be processed and administered exclusively through **MCEC**.
- (5) Any public booking of an **MSC** space is subject to regular rental fees administered by **MCEC**.

8 Space Set-Up Requirements

- (1) **MCEC** is responsible for completing set-up requirements for the **MSC South Courtyard** and **That Empty Space**, including:
 - (a) Setting up chairs, or bringing in additional seating;
 - (b) Moving existing furniture such as couches or chairs, except for bookings by **Registered Student Organizations** in **That Empty Space**, where section 6(3)(c) applies instead; or,
 - (c) Setting up the space for a banquet.
- (2) Requests for set-up requirements for SU Department Bookings must be communicated through the General Manager or designate to **MCEC** a minimum of two weeks in advance of an event.
- (3) Set-up configurations are subject to availability of storage space for existing furniture and maximum venue capacities, as determined by **MCEC**.

9 Sound System

- (1) An **SU** owned sound system equipment is available for use by **Registered Student Organizations** and internal **SU** departments.
- (2) **MCEC** is responsible for arranging sound or other audio-visual equipment rentals through University of Calgary Com-Media for public bookings.

10 Noise Management

- (1) The General Manager or designate and **MCEC** are responsible for the mutual enjoyment of customers holding events at the same time in the **MSC South Courtyard** and the **MSC North Courtyard**, including that the General Manager or designate and **MCEC** are responsible for:
 - (a) taking care when booking events in the courtyards to ensure that events will not interfere with other pre-booked space, including existing table bookings;
 - (b) determining the need for amplified sound when arranging space requirements, such as if there will be drumming;
 - (c) determining who will be providing or responsible for the amplified sound;
 - (d) providing advice and notification to event organizers of this section during the planning stages of the event;
 - (e) ensuring that any periods of live drumming and noise level stipulations are included in contracts for events.
- (2) Noise levels in the **MSC South Courtyard** and **MSC North Courtyard** are not permitted to exceed:
 - (a) 75 decibels on a constant basis; or
 - (b) 85 decibels at peak levels.
- (3) Live drumming is not permitted to occur for a period longer than 30 minutes during an event, unless it can be demonstrated that the volume can be controlled on a constant basis at a level no more than 75 decibels.
- (4) The General Manager or designate and **MCEC** are responsible for ensuring that noise generated by events does not disturb the tenants of **MSC**.
- (5) The General Manager or designate is responsible for handling complaints of excessive noise at events held by **Registered Student Organizations** or **SU** departments.
- (6) **MCEC** is responsible for handling complaints of excessive noise at events held by public bookers.
- (7) The General Manager or designate and **MCEC** are authorized to terminate an event if it continues to fail to comply with this section after the General Manager or designate or **MCEC** has provided reasonable warning and opportunity to comply.

11 Implementation Authority

- (1) The General Manager or designate is responsible for the implementation and administration of this policy.

12 Compliance

- (1) In this section:
 - (a) “**MUSA**” refers to the Management and Use of Space Agreement; and
 - (b) “**SRA**” refers to the Stakeholder Rights Agreement.
- (2) Per the **MUSA**, use of **MSC** spaces must comply with Building Policies, Operating Standards and Procedures as defined by the **MUSA** as may be applicable to the spaces detailed in this procedure.
- (3) Where any inconsistency between this procedure and the **SRA** or the **MUSA**, or both exists, the **SRA**, or the **MUSA**, or both, prevail to the extent of the inconsistency.

13 Review

- (1) This policy shall be reviewed at least once every three years by the General Manager or designate.

History:

- September 9, 2008 (Cabinet 66.30) / October 5, 2010 (Operations and Finance Committee 68.21): Approved and enacted.
- May 22, 2014 (Operations and Finance Committee 72.03): Amended.
- October 7, 2014 (Operations and Finance Committee 72.18): Amended.
- February 10, 2015 (Operations and Finance Committee 72.33): Amended.
- October 20, 2015 (Operations and Finance Committee 73.25): Amended.
- September 16, 2022 (General Manager or Designate): Amended.