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.
- October 20, 2015 (Operations and Finance Committee 73.25): Amended.
- September 16, 2022 (General Manager or Designate): Amended.