University of Alberta
Faculty of Medicine & Dentistry (FoMD)
EVENT & MEETING SPACE USAGE POLICY
(Approved by the FoMD Faculty Administrators Committee (FAC) March 28, 2013
(Approved by Dean's Executive Committee on June 10, 2013)

This policy is governed by the Office of the Dean, Chief Operating Officer

Overview

The Faculty of Medicine & Dentistry (FoMD) occupies a number of learning, clinical, research and administrative spaces and on occasion needs to hold small group meetings and large-scale events. These spaces bring together Faculty members to share information, communicate new initiatives, support decision-making, research and learning activity collaboration and to celebrate our achievements.

It is important that FoMD members are aware of the location and type of meeting and event spaces available for their use and make appropriate plans to use these spaces in a manner that respects the resource and the health, safety and security of our people and our guests.

Purpose:

The purpose of this policy is to ensure that event and meeting room space is used in an effective, equitable, safe and secure manner.

Scope:

This policy extends to all members of the FoMD located in University of Alberta buildings and in spaces under the direct control of the Faculty.

Policy Details

1. The FoMD will maintain a password protected, web-based database of available meeting rooms and event spaces and will share this information with FoMD members for the purpose of scheduling the use of these spaces. This database details the location and characteristics of the space including information related to room configuration, seating capacity, audio-visual equipment, key contacts and booking details.

2. Each event space and meeting room will be assigned a Google calendar and will have a person assigned to manage the calendar. These individuals will be responsible for determining viewing and booking privileges of potential users of the space.

3. Meeting rooms are a resource for FoMD members. Consideration will be given to priority room bookings for users in close proximity to a shared meeting resource. Once a room booking has been made it should not be changed by the room schedule owner unless it is done so in consultation and with the agreement of the user who originally booked the room. The Office of the Dean reserves the right, in exceptional circumstances, to change a meeting room or event space booking. Meeting rooms in secure locations will be restricted to users in that area. To ensure that meeting rooms are shared effectively amongst FoMD members, long-term, repeated booking of meeting rooms beyond 6 months is discouraged.

4. Event and meeting room requests should align with the intended use of the space and the vision, mission and best interests of the University and the FoMD. The FoMD reserves the right to deny usage requests that do not meet these criteria.

5. The user of the space is responsible for adequately preparing in advance for their meeting or event. This preparation will include anticipating and controlling safety, security, reputation and operational risks, arrangements for food and beverages, use of audio-visual equipment, table/chair setup, etc. A planning checklist is available on the FoMD website.

6. The user of a meeting room or event space is responsible for returning the space to its pre-use condition at the end of the meeting or event.

7. The Office of the Dean is responsible for taking bookings for the main FoMD controlled event spaces in the Katz Group Centre Atrium (Levels 1 and 2) and the Li Ka Shing Centre Lobby and Oborowsky Degner Seminar Hall. Bookings for these spaces will be made through the Office of the Dean receptionist.

8. Users of meeting room and event spaces will follow FoMD and University policies, procedures and other requirements related to space management.

9. Some meetings or events may be scheduled outside the normal hours of work and arrangements may have to be made to open the building or to provide access to the area. Users of the meeting room or event space must provide adequate advance notice (at least 5 business days) to access control administrators to allow for changes in door schedules or other security arrangements. The user will be responsible for the security arrangements associated with space during its use.

10. Should a cancellation of an event or meeting room booking occur, the user who originally requested the meeting or event space will contact the room schedule owner and the access control administrator immediately to ensure that the event is deleted from the room/event calendar and the space is secured. Chronic no shows will result in the loss of advance booking privileges

RELATED LINKS

Events

- FoMD Consent and Release (photo release) – to be sourced online

- FoMD Planning Your Next Internal Event /FoMD Event Checklist

- Alcohol at University Events Policy - UAPPOL / Alcohol Permit or Permission Application Procedure - UAPPOL /Facilities and Operations – Alcohol Procedures and Regulations Website

- Special Event Occupancy Load Request Process / Special Event Occupancy Load Application Form

- Facilities and Operations – Conference Services Website / UofA Conference Planning Guide / Conference Management Services Pricing Guide

- Outdoor Event Site Booking Procedure - UAPPOL / Facilities and Operations – Outdoor Event Site Bookings

- Special Event Parking Procedure - UAPPOL

- Office of Sustainability – Events and Meetings Green Guide

- Casual Event Booking Procedure - UAPPOL

Meetings/Classrooms

- ECHA Meeting Room Booking Request Form

- Classroom Scheduling for Courses Procedure - UAPPOL

Other

- Space Management Procedure - UAPPOL