



Overview

All space on campus is owned by the University of Alberta and managed centrally by Facilities and Operations, Office of the University Architect. The Vice-President (Facilities and Operations) allocates space to the Faculty of Education and the Faculty distributes allocated space by allotting it to departments. Departments then assign space to faculty members, staff, or to other suitable individuals and groups. The use of space in the Faculty is regularly reviewed and previously assigned space may be re-assigned to meet changing and developing needs.

Purpose

The purpose of these guidelines is to define the principles and process by which the Faculty schedules space under its control for **casual** purposes.

This does **not** apply to space that is controlled by Examinations and Timetabling Division (ETT), Office of the Registrar and Student Awards for the purposes of scheduling courses or their casual bookings. Information on how ETT schedules their space can be found in UAPPOL space policy.

Principles

1. For Education Faculty members, students and staff, and for those groups whose activities are commensurate with the goals of the Faculty of Education, there would be no charge for the use of available and appropriate space within the Faculty of Education during working hours.
2. If additional equipment, facilities, or services are required for the event, charges to recover additional costs may be imposed, as determined by the appropriate service unit (e.g. Academic Information and Communication Technologies (AICT), Campus Security Services, Departmental staff overtime costs for assistance after hours).

Bookings

Bookings may be made by contacting the departmental bookings contact. Bookings are at the discretion of the Department. Individual members in the Faculty may not enter into agreements with third-parties over the use of space/rooms.

For approved activities as described in Principle 1, as long as the group themselves are not making any charge to participants there is normally no room rental charge.

Room rental charges may apply to requests for space from other campus or non-campus groups. Contact the appropriate departmental room booking contacts for further information.

Those making a booking are responsible for setting up the room to their specifications. There is no one on call to arrange furniture and equipment during functions. All furnishings must be moved back to their original position before leaving the facility.

Those making a booking will be responsible for the cost of cleaning and the cost of moving furniture if the space is not left in satisfactory condition.

Arrangements for additional equipment, facilities, or services required for the event is the responsibility of group making the booking.

Those making bookings on the weekend are responsible for any garbage removal.



Room Booking Contacts

Contact information found at <http://www2.education.ualberta.ca/calendar.html>

Definitions

Any definitions listed below apply to this document only with no implied or intended institution-wide use.

Space	In the context of this procedure, space refers to both classroom and non-classroom space under the control of the Faculty of Education.
Casual Bookings	In this context, casual bookings refer to the scheduling of space on campus for purposes other than scheduled sections of GFC-approved courses. For example, for meetings, conferences, student group events, extra course seminars, class review sessions, guest speakers, presentations, etc.
Partners of the Faculty of Education	A partner of the Faculty of Education is defined as those associations whose goals or activities comply with the philosophy of the Faculty of Education. Ex. Alberta Teachers Association, Alberta Education, School Districts, etc.
Campus Groups	A campus group is defined as a club, association, organization, society, fraternity, sorority, fellowship, union, etc., which as been duly constituted, whose goals or activities comply with the philosophy of the University of Alberta as stated in GFC policy, and for which two-thirds or more of the total membership and three-quarters or more of the executive are registered students, full-time or part-time, or current staff members of the University of Alberta. Student Groups must be registered with Student Group Services in the Students' Union.
Off-Campus Groups	Any group who makes a request for use of space on campus and is not considered a University Group, according to the definition thereof.