October 7, 2019

School of LLLC

Guidelines for use of CHE212

1. CHE212 Resource

CHE212 is a multi-purpose space, created primarily to support students in the ALMC, CHIN, GERM, JPNS, and RUSS programs but also as a resource for members and groups across the School.

The room can accommodate approximately 55 people, with tables to accommodate around 40 people. It is equipped with a computer, projector, and smartboard as well as whiteboards and storage cabinets for each of the priority five programs (ALMC, CHIN, GERM, JPNS, and RUSS).

2. Schedule:

In Fall 2019:

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Booking Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mondays &amp; Thursdays</td>
<td>9:00-16:00</td>
<td>1. ALMC, CHIN, GERM, and RUSS. Note: GERM has scheduled Kaffeestunde on Mondays 2:15-3:45 (Sept. 16-Dec. 2 and Jan. 20-April 13)</td>
</tr>
<tr>
<td>Tuesdays</td>
<td>9:00-11:00 and</td>
<td>2. JPNS</td>
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<td></td>
<td>14:00-16:00</td>
<td>3. All other members of the School or associated groups (clubs, SGLs, etc.)</td>
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<tr>
<td>Wednesdays &amp; Fridays</td>
<td>9:00-14:30</td>
<td>Reserved for School Council, meetings, and events (LRC talks etc).</td>
</tr>
<tr>
<td>Tuesdays</td>
<td>11:00-14:00</td>
<td>JPNS</td>
</tr>
<tr>
<td>Wednesdays &amp; Fridays</td>
<td>14:30-17:30</td>
<td></td>
</tr>
</tbody>
</table>

Late afternoon, evening and weekend bookings are possible.

3. Bookings:

Bookings may be made by any member of the School (faculty, staff, graduate student) and by any member of a School (Student Union) student club executive. Other students interested in booking the space must seek a faculty contact to serve as a reference for their booking.

Bookings are made through Mariana Raffo (sllc@ucalgary.ca) in the main office in CHD310. Where applicable, the faculty point person should also be copied on the message. Requests should be submitted in writing, with advance notice (ideally a minimum of 24 hours) and should include the following information:

i. Name of the person or group booking the space.

ii. Date, time and duration of booking request.

iii. Size of the group that will be using the space.

iv. Description of activity to be undertaken including clarification if the whole room is required or if the activity would allow for other groups to be present.

v. If willing to share the space, an indication of how much of the room will be needed.
vi. Person designated to retrieve and return the key and who will be responsible for the security and state of the room. This person’s contact information should be included.

vii. Any special needs or requests.

4. Access

Once authorization for the room booking is confirmed, a key may be retrieved from the main office (CHD310) during open hours (Monday-Friday, 8:30-12:00 and 13:00-16:30). Keys must be returned immediately following the event. If the office is closed, the key may be left in the drop box in the foyer between C & D block on the third floor of Craigie Hall. The person borrowing the key will be required to sign the key out from the log book which will require their name, UCID#, contact information, the sign out time, and the projected return time (faculty, staff and grad students will only need to list their name, sign out time, and projected return time). On returning the key, they will be asked to record stats on the number of students using the space.

Access to the cabinets in E212 is restricted to faculty point people within each of the five programs:

ALMC: Dr. Rachel Friedman (rachel.friedman@ucalgary.ca)

CHIN: E-mei Wang (ewang@ucalgary.ca)

GERM: Dr. John Scott (john.scott@ucalgary.ca)

JPNS: Ben Whaley (benjamin.whaley@ucalgary.ca)

RUSS: Dr. Olga Mladenova (omladen@ucalgary.ca)

These contacts may inform the office (sllc@ucalgary.ca) of anyone else authorized to borrow the key on a given day. Staff will not loan out a key without written permission from the respective faculty member. Cabinet keys must be returned at the same time as the door key.

5. Expectations for those using the room:

The main principle for use of the room is that it will be left in better condition than it was found.

- No perishable food should be left in the room or kept in the cabinets
- No strong smelling food is to be consumed
- Cleaning supplies will be readily available; those using the room will be responsible for leaving it as they found it, or better

Students may use the computer and projector but Smartboard use is restricted to faculty members. Those needing assistance with the equipment should indicate that when making the booking.

The person retrieving and returning the key will be responsible to ensure:

- cleanup after each session, including the depositing of garbage in the garbage bins, cleaning tables, and returning furniture setup to the original arrangement
- lights and all equipment are turned off
- cabinets and the main door are locked
Feedback through the semester regarding the use of the space, booking process, etc. is welcome and should be directed to the Manager of Administrative Services, Katherine Guevara (kguevara@ucalgary.ca).