

Facilities & Room Bookings

School of LLLC

The School of LLLC's facilities include shared and directed lab spaces, classrooms and seminar rooms, meeting rooms, and lunchrooms.

As approved at the April 18, 2018 School Council meeting (https://slllc.ucalgary.ca/school_documents), laboratory spaces under the auspices of the LRC (CHD 412, CHD 428 and CHD 432) are "shared" while all other laboratory spaces (CHD 501B, CHD 506, EDC 259) are overseen by an appointed Lab Director.

Shared Laboratories

| Lab | Key assignment | Oversight | Booking Mechanism | To note |
|----------------|--|------------------|--------------------------------------|--|
| CHD 412 | Card key authorization (through the main office, once the LRC Director has approved access). Access is authorized for duration of project or semester. | LRC/LRC Director | Email LRC Director: wcai@ucalgary.ca | After hours access (before 7am and after 6pm) to the fourth floor of Craigie Hall has to be facilitated electronically. All continuing members will be given this access however any students or others authorized to use these spaces will require special authorization and should request it through the main office. |
| CHD 432 | Key assignment for duration of project or semester following authorization by LRC Director | LRC/LRC Director | Email LRC Director: wcai@ucalgary.ca | |

Note: CHD428 is a shared space which falls under the auspices of the LRC however the room is used routinely as a classroom. See terms below.

As a shared space, there are no users with priority. No sensitive data and information are to be stored on equipment there.

Regulations for these spaces:

- Researchers must request and obtain approval in writing from the LRC Director for access to the lab space.
- Researchers adhere to all rules provided in writing by the LRC Director for the use of equipment and materials in that lab space.

- Researchers undergo any necessary training required to operate equipment or resources within that lab space.
- The LRC director or designate provides training for first-time users of equipment in the lab space.
- By agreeing to use lab facilities, researchers assume liability for any damaged equipment or the improper use of materials housed within that lab. In the case of student researchers, this responsibility will be shared by the student's supervisor.

Directed Laboratories (as outlined in SLLLC's Lab Director Policy:

https://slllc.ucalgary.ca/school_documents

| Lab | Key assignment | Oversight | Booking Mechanism |
|----------|--------------------|------------|--|
| CHD 501B | Through S. Carroll | S. Carroll | Email S. Carroll: susanne.carroll@ucalgary.ca |
| CHD 506 | Through D. Skordos | D. Skordos | Email D. Skordos: dimitrios.skordos@ucalgary.ca |
| EDC 259 | Through S. Winters | S. Winters | Email S. Winters: swinters@ucalgary.ca |

Regulations concerning the booking of Directed Lab space:

- Researchers must request and obtain permission in writing from the Lab Director for use of the lab space.
- Researchers document a need to use the particular facilities and/or equipment within the requested lab space.
- Researchers adhere to all rules provided in writing by the Lab Director for the use of equipment and materials in that lab space.
- Researchers undergo any necessary training required to operate equipment or resources within that lab space.
- By agreeing to use lab facilities, researchers assume liability for any damaged equipment or the improper use of materials housed within that lab. In the case of student researchers, this responsibility will be shared by the student's supervisor.

SLLLC Classrooms/Meeting Rooms:*

| Room | Space description | Capacity | Key assignment | Oversight | Booking Mechanism | To note |
|-----------------|---|---------------------------|-----------------------|------------------|--------------------------|---|
| CHC 102 | Small boardroom | 10 | Sign out from CHD310 | SLLLC | Astra / Main office | |
| CHC 201 | Seminar space and lunchroom. Portable laptop and projector available for use. Blackout blinds. | 9 | Sign out from CHD310 | SLLLC | Astra / Main office | C201 will be reserved 11-2 each day for lunch. All members are welcome to use the lunch room in CHD314 as an alternate. |
| CHC 309 | Classroom. Moveable tables and chairs. Podium and projector. | 24 | Sign out from CHD310 | SLLLC | Astra / Main office | |
| CHD 301A | Seminar room / small boardroom with a computer and a projector. | 8 | Sign out from CHD310 | SLLLC | Astra / Main office | |
| CHD 316B | One small table, ideal for 1:1 meetings or for make-up exams | 2 | Sign out from CHD310 | SLLLC | Astra / Main office | |
| CHE 212 | Diverse setup capability. Computer, projector, and smartboard. Blackout blinds. Chairs, tables, and whiteboards on castors. | 30-50, depending on setup | Sign out from CHD310 | SLLLC | Astra / Main office | |

Booking Priority:

For CHE212:

1. ALMC, CHIN, GERM, and RUSS programs (for student group meetings, coffee hour, etc.)
 - i. Mondays and Thursdays, 9-4
 - ii. Tuesdays, 9-11 and 2-4
 - iii. Wednesdays and Fridays 9-2:30

2. JPNS has a booking commitment Tuesdays, 11-2 in Fall 2018 and is next in line, after ALMC, CHIN, GERM, and RUSS for the hours listed under #1.
3. School Council Meetings and School/LRC events (Wednesdays and Fridays 14:30-17:30)
4. Academic Schedule
5. Meetings (committees, instructors, make-up exams, etc.)
6. All other events and activities

All other rooms:

1. Academic Schedule (for all classrooms)
2. Meetings (committees, instructors, office hours, make-up exams, etc.)
3. All other events and activities

To note:

- *All School classrooms and meeting rooms, with the exception of CHE212, are to be keyed to the same key. Once that is done (late fall, date yet TBC), all continuing members will receive a key however in the meantime the key sign out process will remain in place. Please note that the rooms must still be booked before they may be used, even if someone has a key to them. All non-continuing members (grad students, sessionals, TAs, will need to sign out a key from the main office for the time reserved). Where an individual teaches several times a week in a room or over the lunch hour, arrangements may be made at the main office for a key loan for the semester.
- Any room with audiovisual equipment must also be booked through Com/Media to ensure the equipment is functional for an event or class. Please confirm your needs with the office staff.
- The School will be facilitating access to ASTRA so that members are able to view room availability and to make a booking request either via the system or in person through the main office. This process will unfold over the fall semester; members will be advised once everything is in place. In the meantime, room availability and bookings will continue to be managed through the main office.
- School/University owned space should not be booked for remunerated private activities; such occupations should be carried out in areas reserved for the public, such as the library, or at a private residence.

LRC Classrooms/Meeting Rooms:**

| Room | Space description | Capacity | Oversight | Booking Mechanism | To note |
|----------|--|----------|------------------|---------------------|--|
| CHD 401A | Small meeting room / Persian Library | 6 | LRC/LRC Director | Astra / Main office | After hours access (before 7am and after 6pm) to the fourth floor of Craigie Hall must be facilitated electronically. All continuing members will be given this access however any students or others authorized to use these spaces after hours will require special authorization and should request it through the main office. |
| CHD 401B | Small meeting room | 6** | LRC/LRC Director | Astra / Main office | |
| CHD 419 | Classroom with podium and projector | 14** | LRC/LRC Director | Astra / Main office | |
| CHD 420 | Classroom with podium and projector | 34** | LRC/LRC Director | Astra / Main office | |
| CHD 428 | Classroom equipped with pods and small laptops. Ideal for group work. No food or drinks allowed. | 34** | LRC/LRC Director | Astra / Main office | |

**Rooms may be able to accommodate more chairs but this is the capacity that can be accommodated comfortably.

Booking Priority:

1. Academic Schedule
2. Persian Library in CHD401A (Tuesdays and Thursdays, 12:00-13:00 and 16:00-22:00)
3. LRC events
4. Meetings (committees, instructors, make-up exams, etc.)
5. All other events and activities

To note:

- *All School classrooms and meeting rooms, with the exception of CHE212, are to be keyed to the same key. Once that is done (late fall), all continuing members will receive a key however in the meantime we will continue with the key sign out process in place. Please note that the rooms must still be booked before they may be used, even if you have a key to them. All non-continuing members (grad students, sessionals, TAs, will need to sign out a key from the main office for the time reserved).
- Any room with audiovisual equipment must also be booked through Com/Media to ensure the equipment is functional for your event or class. Please confirm your needs with the office staff.

- The School will be facilitating access to ASTRA so that members are able to view room availability and make a booking request either via the system or in person through the main office. This process will unfold over the fall semester; members will be advised once everything is in place. In the meantime, room availability and bookings will be managed through the main office.
- School/University owned space should not be booked for remunerated private activities; such occupations should be carried out in areas reserved for the public, such as the library, or at a private residence.

Those signing out a key should record their name on the whiteboard in CHD310 along with the room number. Keys must be returned immediately following the class, meeting, or event. If the SLLLC office is closed, keys may be left in the drop box located in the foyer between C and D block on the third floor of Craigie Hall.

Those reserving the rooms are responsible for locking the door upon leaving, returning the key, and where applicable, turning off the overhead projector and/or computer. Furniture should be returned to its original configuration at the end of the event.

SLLLC Lunchrooms

| Room | Space description | Booking Mechanism | Resources available | To note |
|-------------|--|--------------------------|--|--|
| CHD201 | Multipurpose space: Seminar room for 9 and lunchroom. Portable laptop and projector available for use from main office. Blackout blinds. | Astra / Main office | Fridge Sink Coffee maker* Kettle Microwave | Reserved 11-2 each day for lunch. All members are welcome to use the lunch room in CHD314 as an alternate. |
| CHD314 | Table with 6 chairs and casual seating | n/a | Fridge Sink Coffee maker* Kettle Microwave Water cooler | |
| LRC foyer | Open space with tables and chairs | n/a | Fridge Microwave Kettle | |

*Note that coffee is available for purchase in the French Centre

SLLLC Photocopy Rooms

| Room | Resources available | To note |
|-------------|--|---|
| CHC205B | Photocopier Shredder Office supplies (pens, staples, various envelopes, etc.) | <p>Late in Fall 2018, all three rooms will be rekeyed to one key so that everyone can access any of the three during work hours. Continuing members will be given after hours access to CHD third floor and to the LRC; graduate students will have after hours access to CHD third floor.</p> <p>Copy rooms are checked Friday afternoon, Monday morning, and once mid-week to ensure adequate supplies are available however members are asked to inform the office if anything is needed. Please also advise the staff with as much notice as possible should you anticipate any special needs (exam booklets, special paper, etc.).</p> <p>First Aid Kits are available in all three photocopy rooms.</p> |
| CHD312 | Photocopier Shredder Office supplies (envelopes) | |
| CHD429 | Photocopier + paper only | |