

# CBS Space Management Procedure

## Purpose

This procedure outlines the processes for booking space to ensure that space is shared appropriately, that user guidelines (see the CBS Space Management Policy) are respected, and that access is controlled securely.

To ensure access to spaces and equipment is not withheld unduly and that departmental equipment is maintained in good working order.

## Procedure

### Booking Details

Before creating a booking, ensure that the appropriate information is received. Admins will determine the usage is reasonable as per the CBS Space Management Policy, can be supported by the college/department and the space requested is available.

If the space is being requested far enough in advance that it conflicts with a new academic semester, please confirm with the Administrative Assistant in the ADA Office that the space will not be involved with a course at that time before coming to an agreement with the user.

When creating a calendar appointment, the booking in the calendar shall reference:

- Meeting title
- Room number (to facilitate a quick scan of calendars)
- Name of user and contact information
- Name of person making the booking
- In the meeting details enter the full contact information of the person who has booked the room as well as any applicable special instructions

The booking would look as appears in Appendix A

### Documents Required

The documents required to reserve space are listed below by user group:

Internal to CBS - booking form and contract are not required

External to CBS but part of U of Guelph - booking form required, contract required

External to U of Guelph - booking form required, contract required and fee collected if applicable

External to U of G users are required to send back the completed contract and fee to secure the booking. Fees received from external users are directed to the CBS Clerks office for deposit.

## Access

When applying for electronic access to a space, the following must be provided to the Administrative staff member in the request:

- First and Last Name of person who requested the booking
- ID number
- Effective date
- Revocation date (required for all temporary users)
- Applicable spaces
- When a booking form has been arranged, details must also be included in the notes referencing the agreement.

Electronic access will be granted to one representative on each approved space booking unless otherwise requested. The Administrative Services Assistant in the appropriate unit will be responsible for providing access. The CBS academic departments will manage the activation/deactivation of access for college space bookings with proper information.

Where applicable, an electronic copy of the completed booking form from users will be saved in the designated shared folder.

## Bumping

While we endeavor to honour every booking, at times, space changes are required. If a space change is required, the administrative staff member making the duplicate booking will notify and work with the initial administrative staff member to attempt to adjust their needs as best as possible.

When a bump is required from a space, the following college priorities will apply:

- Regularly scheduled undergraduate and graduate courses
- Defenses, qualifying exams, departmental seminars
- Weekly graduate meetings/seminars
- Chair/Dean meetings and interviews
- Undergraduate project course sessions
- Other administrative/committee meetings
- Lab meetings

Please note that bumping external to U of G parties should be avoided wherever possible<sup>1</sup>, and when a space is already utilized under an official contract booking, bumping should not be considered. If it is not possible to avoid a bump, alternate arrangements must be agreed to with the booker in advance of bumping.

In the case of the Dean's Boardroom, priority will also be given to:

- Tenure and promotion review

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<sup>1</sup> Space will not be granted to external parties where it conflicts with any other regularly scheduled courses or seminars. Once it is granted, that space will not be reallocated lightly.

- Dean's Council
- Interviews
- AA&D/Donor meetings
- Teleconferences or other meetings involving the multi-media in that space

Any bumping must first be communicated to person who booked the original user, outlining the reason for the change. The person requiring the space must assist the bumpee in finding a new location to meet to accommodate the required changes.

# Appendix A

Save Discard Attach Categorize

### Details

CBS Deans Office Meeting SSC 1327 for Vanessa Myers booked by K McFarlane

Add a location or a room

Start: Wed 6/28/2017 4:00 PM  All day

End: Wed 6/28/2017 4:30 PM  Private

EST

Repeat: Never Save to calendar: SCIE Room 1327

Reminder: 15 minutes Show as: Busy

Add an email reminder

• Include external or internal contact info (as necessary)  
• Reference booking form (if applicable)  
• Special instructions

### People

Required Add people

S1 SCIE Room 1327 Free