

# Room Booking Info for SFU Meeting rooms- all campuses

(non FHS meeting rooms)

\*FHS controlled meeting rooms can be found via [https://www.sfu.ca/content/sfu/fhs/faculty-staff-resources/administration/meeting-and-room-booking-instructions/jcr\\_content/main\\_content/download\\_0/file.res/Bookable%20FHS%20Meeting%20Rooms\\_BLU\\_2024Mar.pdf](https://www.sfu.ca/content/sfu/fhs/faculty-staff-resources/administration/meeting-and-room-booking-instructions/jcr_content/main_content/download_0/file.res/Bookable%20FHS%20Meeting%20Rooms_BLU_2024Mar.pdf)

Aside from the cost of the room (if applicable), faculties/departments are responsible to pay for AV/technology, catering, etc.

*External bookings must be submitted at least 10 business days in advance*

*MECS accepts cheques or credits cards through their online portal*

## Research Meeting & Events:

To book a meeting room<sup>1</sup>, please contact SFU Meeting & Events:

- **For Vancouver Campus:** [meet@sfu.ca](mailto:meet@sfu.ca) or Tel: 778-782-7726  
*\*FHS has a Boardroom at the Harbor Centre (HCC 2412) (10-person room capacity) that is bookable by the Receptionist for FHS events or activities*
- **For Burnaby Campus:** [meetbby@sfu.ca](mailto:meetbby@sfu.ca) or Tel: 778-782-3995, 778-782-3854, 778-782-4910
- **For Surrey Campus:** [meetsry@sfu.ca](mailto:meetsry@sfu.ca) or Tel: 778-782-5800

More Info: <https://www.sfu.ca/mecs/about.html>

You may need to provide a research account code to cover any costs.

## Internal (SFU) Clients Rates Eligibility

Please submit your internal booking request **at least 5 business days before your course/class booking or departmental meeting, and at least 10 business days before your conference, fundraiser, and SFU event.**

Please refer to: <https://www.sfu.ca/mecs/contact-us/book-now.html>

*(MECS does not guarantee catering/AV services if you submit forms within the minimum submission deadline, please ensure you inform MECS at least two weeks in advance of any catering/AV needs)*

**All SFU departments are eligible for internal SFU rates, providing the meeting, conference or event adheres to the following criteria:**

1. SFU faculty/staff develops the material presented;
2. The substance of the event is university business or reflects university ideals;
3. SFU faculty are principal guest speakers.

Costs for these services will be automatically debited to the internal department using a pre-determined departmental project number and standard university account codes.

**Please note: Rooms for staff and faculty can be provided at no charge if certain criteria are met:**

1. *The booking is for a departmental meeting*
2. *The booking is a university-organized event where:*
  - a) *The event is free*
  - b) *The event is for one day only and using one room only*
3. *The booking is not made in any of the rooms that have costs associated with their use, such as large theatres, mezzanines, or lobbies etc.*
4. *The booking department is responsible for all expenses which are facilitated by the events or internal room booking websites and support services.*
5. *Catering, AV or Technology is not required. If needed, those services will be arranged and billed to the booking department.*
6. *Room rental rates will apply when fees or revenue is generated by the Internal user through the use of the facility.*

## FHS Course, Programs or Student Related Meetings & Events:

To book a room for a FHS course or programs related purposes/events, please contact FHS Education Programs staff.

\* Non-course, but student-focused/participation events can be directly booked through our online Student Commons booking system <https://www.surveymonkey.ca/r/BookTheCommons>

<sup>1</sup> includes meeting rooms, classrooms, auditoriums, atriums, mezzanines, outdoor courtyards, etc.

### **FHS Administration/Faculty-wide Meetings & Events:**

To book a room for Administration related purposes/events please contact the Dean's Office staff. 1) Obtain approval for related costs from the Director Admin 2) Dean's Office staff will book the room.

### **FHS Research Meetings & Events:**

To book a room for research related purposes/events, rooms must be booked via whoever has the signing authority on the account which will be charged.

### **Funding for Booking Rooms**

*Costs for these services will be automatically debited to the internal department using a pre-determined departmental project number and standard university account codes.*

**MECS need account numbers in one of two forms, fund-department-program (FF-DDDD-PPPPP) or fund-project (FF-RXXXXXX) numbers. If you are using a research account like 13 or 21, then MECS would need the project number. MECS does not have rules about which research accounts are allowed, however you would have to check on your end if your research account has any rules about what type of funds are allowed to be put on the account, but MECS does not have access to those rules.**

- Rooms must be booked via whoever has signing authority on the account which will be charged. Even if there is no charge, someone will be held accountable for the event/room booking.

### **University Sponsorship**

Occasionally, external corporate, non-profit or community groups will work together with members of SFU faculty to co-develop programming. In such cases, MECS will consider charging the internal rates for facilities to support such programming. If internal sponsorship is requested, the FHS Dean must sign a "Departmental Event Authorization" form, which ensures that the sponsoring department accepts all financial responsibility for the function, so Faculty and researchers alike must get authorization from the Dean first before arranging any event with MECS. This authorization will also affirm that the event is University business. If an internal department is sponsoring a meeting or event, all details must be provided through the sponsoring department.

MECS is not responsible for making contact with external users who are using an internal department to sponsor their event and all charges must go through that department. Please note that if you are hosting an event on behalf of an external organization, you are responsible for issuing an invoice to them, and for collecting and remitting any applicable GST and PST. Should you have any questions regarding GST and PST collection, please feel free to contact [SFU Financial Services](#) directly.

### **MECS Cancellation Policy**

**Once executed by both parties, this Agreement will be binding.** If the Licensee must cancel this Agreement for any reason whatsoever, the Licensee agrees to give written notice of cancellation to SFU (marked to the attention of the Event Representative) immediately. Upon

**SFU's receipt of such written notice of cancellation, the following cancellation fee shall apply:**

- **Cancellation 60 days or more** prior to the Event date: 10% of the License Fee will be charged to the Licensee by SFU by way of Account Authorization;
- **Cancellation 30 – 59 days** prior to the Event date: 25% of the License Fee will be charged to the Licensee by SFU by way of Account Authorization;
- **Cancellation 7 – 29 days** prior to the Event date: 50% of the License Fee will be charged to the Licensee by SFU by way of Account Authorization; and
- **Cancellation within 7 days** prior to the Event date: 100% of Licensee Fee, plus the total estimated fees as indicated on the Event Plan, including but not limited to room rental, food and beverage and audio-visual services for the Event, will be charged to the Licensee by SFU by way of Account Authorization.

**In the event of cancellation 14 to 60 days prior to the Event date, SFU will endeavor to resell the previously reserved space and will adjust cancellation fee accordingly if the reserved space is re-sold.**

*In addition to the cancellation fees described above, the Licensee shall reimburse the University for all additional direct costs and expenses reasonably incurred by the University for this Event and for which the University cannot be otherwise reimbursed as a result of cancellation.*

*All room rates, AV equipment and Room Sets in spaces in SFU's Burnaby Campus are being subsidized by the university, except for: **Diamond Family Auditorium, Diamond Alumni Centre, and the SUB Ballroom.***

For any additional questions, please contact MECS directly <https://www.sfu.ca/mecs/contact-us.html>