

SCA STUDENT ROOM BOOKINGS POLICIES & PROCEDURES

The School for the Contemporary Arts provides students enrolled in CA classes with the opportunity to book rooms, with the intent to support the development of skills directly related to CA coursework.

Only SFU students currently enrolled in CA courses may request to book rooms

Bookings must be directly related to student's CA coursework.

STUDENTS FOUND IN VIOLATION OF THESE POLICIES AND PROCEDURES MAY HAVE ROOM BOOKING PRIVILEGES RESTRICTED OR REVOKED BY THE SCHOOL.

*Business days: Mon - Fri (approx. 8:30 am - 4:30 pm), excluding holidays and University closures

1) Room booking requests must be made...

- at least **2 business days*** in advance if all participants are current SCA students
- at least **3 business days*** in advance if including non-SCA participants
 - Weekend bookings must be requested by Thursday at latest
- Requests may be submitted max. 2 weeks in advance for a max. of 3 hours per booking[†]
- **Same day bookings are not permitted**

[†] Exceptions:

- **Film students** may book the Soundstage (GCA 4365) for up to 5 days in a row and as far in advance as needed in the same semester
- Faculty/Staff may make exceptions to these limitations by email, as deemed appropriate

2) Non-SCA Participants...

- are permitted **IF AND ONLY IF** they are essential to the SCA student's activity
- MUST be indicated at the time of booking
- **MUST SIGN A LIABILITY WAIVER**, to be returned to scabook@sfu.ca at least 1 working day* before booking begins; **non-SCA participants without a signed waiver will be denied entry to SCA facilities**

3) **4th-FLOOR ROOM BOOKINGS**: Please use the [ROOM BOOKING REQUEST](#) webform

4) **3rd-FLOOR FILM-EDITING ROOM BOOKINGS**: Please contact [Corbin Saleken](#) at csaleken@sfu.ca or in person in GCA 3920 (film lock-up room)

5) **Room 4350**: Music & Sound majors only, booked internally. Contact [Stephen Maier](#) (Stephan_maier@sfu.ca) for more information.

6) Please contact Production Manager [Emily Neumann](#), sca_production@sfu.ca for:

- **Performance venues** for a course/program related production, graduate student project, or event. REQUIRES MINIMUM 4 WEEKS' ADVANCE NOTICE.
- **Room 2210/2270 (Studio T/D)**

If any other room is wanted for any other reason, please contact sca_manager@sfu.ca

PLEASE PLAN AHEAD

The SCA booking staff do our best to support the students, faculty, and other staff at the School for the Contemporary Arts. However, staff have demanding workloads and may not be able to respond to last minute requests. We appreciate you taking the time to plan ahead and providing as much detail as possible in your request.

We cannot guarantee the ability to accommodate all requests, especially during busy times of the semester. However wherever possible the SCA staff will work to find alternative solutions.

If you have any concerns, questions or comments on these rules and guidelines please email sca_manager@sfu.ca

USE OF ROOM RULES

- 1) Please respect the room and return everything in the room to the regular set-up:
 - Do not remove chairs, tables, equipment, instruments, music stands, speakers, etc.
 - NEVER move instruments, especially pianos, even a few inches
 - Put tables and chairs (if applicable) back into the regular set-up for that room
 - Dispose of any garbage and clean up after yourself; aim to leave the room cleaner and tidier than when you got there
 - If anything is damaged, broken, excessively dirty, or you have any other concerns about the room please email the details to ca@sfu.ca

- 2) Dance Studio Rules (GCA 4525, 4650 & 4750)
 - NO outdoor shoes or shoes that may mark the floors are permitted
 - NO dance shoes with screws (i.e. tap shoes) are permitted
 - NO rosin is to be used
 - NO food or drink is permitted except for water in secured plastic/metal containers (no glass)
 - props, tables, or chairs that could damage the floors are not permitted