



# TERMS AND CONDITIONS FOR BOOKING THE LIFE DESIGN HUB

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*All members of the campus community are welcome at the Life Design Hub to connect with others who are using design principles to plan for life at the university and beyond. Bookings are subject to the regulations as outlined in this document.*

## **Hours of operation**

9 am – 4 pm | Monday – Fridays (Closed on weekends, university & statutory holidays).

## **Booking the space for an event**

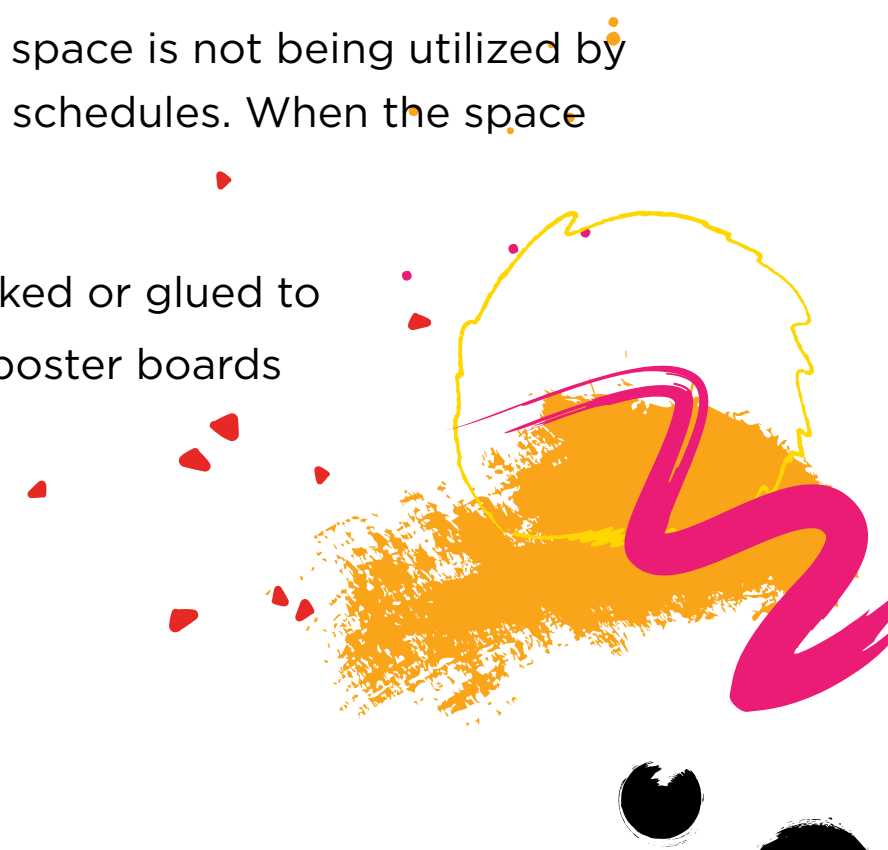
To schedule your event at the Life Design Hub, please begin by completing the [booking form](#). The form must describe how your event aligns with Life Design, Student Leadership, or Career Development. To book the space you must be a member of the University of Calgary. University of Calgary members may not book the space on behalf of third-party organizations without permission. Please contact [lifedesign@ucalgary.ca](mailto:lifedesign@ucalgary.ca) should you have any questions. Bookings must be made through the room booking request form. All event bookings must be approved by the Life Design Hub space management team through an email confirmation. Bookings are open on a term basis – Winter, Spring, Summer & Fall and open in each term respectively. These bookings are also subject to the [Use of Facilities for Non-Academic Purposes](#).


## CONSIDERATIONS WHEN USING THE LIFE DESIGN HUB

### **Student Drop-in use of the space**

Before using the space, please ensure that the space is not being utilized by a scheduled group. You may check the posted schedules. When the space has not been pre-booked, drop-in is available.

**Signage** - Any signage must not be taped, tacked or glued to the walls - Only those surfaces designated as poster boards can be used (White boards with magnets).





**Fire & Smoke** - The use of candles, incense and/or smudging will require a [Hot Works permit](#) and intent to use these must be indicated in the booking request.

**Furniture and Caretaking** - Users are responsible for general tidying-up and removal of garbage that does not fit into the four-stream waste stations. When leaving the space please ensure furniture is left in the original location and the area tidied. In the event of any spills or damage please notify the staff immediately.

**Food and Drink** - Food is only permitted during booked events with prior notice and approval. The University of Calgary has agreements in place with Coca-Cola and is a Coke campus. As a result, food and/or beverage from competitors (e.g., fresh/package goods, alcoholic/non-alcoholic beverages) are NOT permitted to be used as swag or giveaway items. Please inform us if you plan to provide any consumable items as swag for students. Under no circumstances is alcohol permitted.

**Noise** - There are offices attached to the event space. Please be mindful of those around you and keep noise to a minimum – playing loud music must be avoided and microphones should be used only when necessary.

**Cancellation of Booking** - Should a booking need to be cancelled, please ensure that you cancel the booking at least 5 working days prior to the date of your booking by emailing [lifedesign@ucalgary.ca](mailto:lifedesign@ucalgary.ca).

