

Booking Guide for SAMU Clubs

Requests for space and tables, as well as equipment, are competitive. Until you have received confirmation, it is not guaranteed. The sooner that requests are provided, the better your chances of having your requests met. Providing complete, clear details at the time of request helps us to process things more speedily. Following these guidelines helps us process everyone's requests as smoothly and as fairly as we can.

Classrooms

Classroom requests are made via the booking request form at samu.ca/clubs. If multiple days are requested with the same details, you can make a note to that effect in the comments field.

Please give at least 5 business days for classroom requests to be processed.

Requests submitted for a booking on the same day (i.e., less than 24 hours in advance) will not be processed and you will need to find an alternative yourself. For small executive/club meetings, various tables around campus or the library group rooms can be effective spaces to use.

Conference and Special Event Spaces

Spaces such as the Heart of the Robbins, Multi-Purpose Room, Paul Byrne Hall, CN Theatre, and the Atrium can be requested by contacting the Clubs Department. These spaces typically are high demand for university and external functions, so it is best to have some alternate dates and times in mind.

Please provide your request with your event approval form, at least 4-6 weeks in advance.

SAMU Spaces

The Students' Lounge is available for booking after normal business hours. SAMU boardrooms may be booked through the business day or in the evening. Requests for these spaces are directed to Monica at the front desk (saadmin@macewan.ca or 780.497.5631) and are subject to some timeframe restrictions and use/access requirements.

Please give at least 24 hours notice for your requests for SAMU spaces.

SAMU Equipment

To book the SAMU Clubs TV, contact Monica at the front desk (saadmin@macewan.ca or 780.497.5631). There are papers to sign regarding damage liability and use/return requirements. The TV must be returned before 4.15pm if it is booked during the business day.

Please give at least 24 hours for daytime bookings and 48 hours for evening requests.

Tables

SAMU Bakesale/Display Tables

There are several sorts of table requests. Bakesale tables and those run through SAMU are booked by contacting Monica at the front desk (saadmin@macewan.ca or 780.497.5631). Table space is competitive, especially in areas that are frequently booked by external vendors.

Clubs cannot book SAMU tables for more than 5 consecutive days. Make sure your table is confirmed either before or at the time of submitting your bakesale approval form.

Please give at least 5 business days for SAMU table bookings.

Griffins Landing

For tables near the Griffins Landing store, contact them directly at griffinslanding@macewan.ca or 780.497.5463.

Other Campus Locations

For display table locations in other areas around campus, such as in building 5, book these through the student myPortal System (i.e., signing into your myMacEwan account) by going under the 'Room Booking System' tab once you have signed in.

Refer to the online resource to walk you through the process. This resource is available in the Clubs forms and resources section of samu.ca/clubs and in the student portal system itself. If you have trouble and don't understand the resource, you can contact the Clubs Department for help.

Modifications & Cancellations

If you no longer need a booking, whether it is a classroom, SAMU space, tables, or equipment, please contact the appropriate person and cancel it rather than letting it sit empty under your club's name.

For classrooms, contact Ryan. For SAMU spaces, bakesale tables, and SAMU equipment, contact Monica. For Griffins Landing, contact them directly. For other display tables, process it through your student portal system.

When you are requesting a modification to a booking, please be specific in which booking you are referring to and what the requested change is (e.g., day, time, room size, etc.).

Please give at least 5 business days for modification requests.

Keeping Details

When you receive a room confirmation, it is encouraged that you keep the email containing the details so you can refer back to it. If the room is closed and locked when you arrive, these room confirmations can be shown to Campus Security to support your request to have the door opened.

Quick Reference for Bookings

Booking Request	Go To
Classroom	Online Booking Form (samu.ca/clubs)
SAMU Lounge	Front Desk (saadmin@macewan.ca)
SAMU Boardrooms	Front Desk (saadmin@macewan.ca)
Campus Conference / Special Event Space	Clubs Department
Facilities (special set up)	Clubs Department
AV/Technology Equipment or Technician	Clubs Department
SAMU Equipment	Front Desk (saadmin@macewan.ca)
Griffins Landing Table	Griffins Landing
SAMU Bakesale / Display Table (Building 6 and 9)	Front Desk (saadmin@macewan.ca)
Other Display Table (various campus locations)	myMacEwan Portal (resource or Clubs Dept for help)