



**MRFA**  
MOUNT ROYAL  
FACULTY ASSOCIATION

## Faculty Centre Booking Policy

**Category:** Faculty Centre

**Date last Revised:** August 24, 2021

### I. Overview

The Faculty Centre is a Mount Royal University facility leased to the MRFA primarily for exclusive use by the Association and its members. The Centre is the Association's venue for social and professional interaction. Use of the Centre by others is a limited privilege and must be authorized by the Association. Faculty Centre bookings are made through the Faculty Centre Coordinator in accordance with the current guidelines and fee schedule established by the Association.

No contents of the faculty centre nor any MRFA property stored in adjacent areas shall be lent out nor rented for use off site.

### II. Principles

- a. Operating procedures and user guidelines may be suspended by the Executive Board to accommodate extenuating circumstances or special occasions.
- b. The goal of the Faculty Centre will be to operate primarily on a cost recovery basis and to generate enough profit to cover expenses related to insurance, food, beverages, maintenance, renovations, furnishings, etc.
- c. In all cases, the Centre's operation must conform to the intent of the lease agreement between the MRFA and the MRU Board of Governors.

### III. Eligibility

Any Association member, at the discretion of the Faculty Centre Coordinator, may book the Faculty Centre for meetings or events outside regular hours. Any booking made during regular hours shall be considered with regards to maintaining the regular functions of the MRFA and the workload of the Faculty Centre Coordinator. All bookings in the Faculty Centre shall be subject to the rental rates and service costs outlined in this policy.

- a. All Regular Members of the Association in good standing are entitled to book the Centre and/or its meeting rooms at no cost for meetings or other events that are related to the Association or in their capacity as academic staff, or for private events (within or outside regular hours) not requiring food or bar service or other MRFA staff support. Bookings not related to the Association or members' roles as academic staff require an extension of the Association's liability insurance coverage: such bookings shall only be confirmed after coverage has been obtained by the Association.
- b. The Faculty Centre may be reserved by Associate Members, Honorary Members, Social Members and Members Emeriti at no cost for meetings or other events that are related to the University and occur during regular business hours.

- c. Regular Members in good standing serving in the role of liaison with Student Clubs or Societies which are recognized by the Students' Association of Mount Royal University may book the faculty centre on behalf of the student group, at no cost, with the following conditions being met:
  - The faculty member making the booking must be present for the duration of the event,
  - The event and/or group's purpose must be academic in nature,
  - The event must not interfere with the regular operations or purpose of the Centre,
  - An extension of the Association's liability coverage must be obtained in advance,
  - The event must be approved by the Executive Board,
  - Bar service shall not be provided, and
  - If food service is requested, the booking shall only be confirmed at the discretion of the Faculty Centre Coordinator.

#### **IV. Priority of Bookings**

Bookings for the Faculty Centre shall be on a first come, first-served basis, with the proviso that MRFA meetings and events have priority use of the facility during regular hours: 7:30 a.m. to 4:00 p.m. Monday - Thursday and 7 a.m.- 7 p.m. Fridays. The Faculty Centre is closed and unavailable for any bookings June 15 – August 14 and December 21 – January 3.

#### **V. Booking Inclusions, Limitations, and Accountability**

- a. Bookings in the faculty centre may include use of the meeting rooms, lounge space and available technology.
- b. Any peripheral devices the MRFA does not have on hand are to be procured by the individual booking the space.
- c. The kitchen may only be used if a staff member is present, kitchen appliances may only be operated by staff, and the office spaces are not available for use for any purpose.
- d. During any booking, either a Member or MRFA staff must be present and responsible for the use of the Faculty Centre. Faculty Centre Bookings include use of the sound system, meeting rooms, fireplace, and non-exclusive use of the patio. Clients and their guests are expected to
  - protect the security of the Faculty Centre including following any directions related to Campus Security
  - respect the staff of the Association, their time, and their other (primary) commitments, and
  - respect the property of the Association and the University, including returning the Faculty Centre to its condition prior to use.
- e. Liquor Service:
  - An MRFA employee with Alberta Service Intervention Certification must be present if liquor is being served. Only Staff and Officers of the Association and members

serving in their capacity as members of the Social Events Committee, who have the required certification, are permitted to assist in liquor service.

- Based on legislation there must be food served if liquor is being served; therefore, there will be a nominal \$25.00 fee for incidental snacks (e.g. chips, popcorn, etc.) that are provided with the liquor service if no other food is served.
- All liquor served must be purchased by the Faculty Centre Coordinator. The coordinator will need 48 hours' notice, and the liquor must be paid for in cash. Any liquor that is left over remains in the Centre: it may be locked up for future use.

## **VI. Billing**

- a. The MRFA will provide a quote in advance for all bookings requiring food and/or service. Bookings will not be confirmed nor will any food or service be provided till the MRFA receives written acceptance and confirmation of the quote as provided.
- b. Invoices may be paid by FOAP, Cash or Cheque. If paying by FOAP, the signed invoice, with the debit FOAP and attendance list provided, must be returned to the MRFA within two weeks of the event.

## **VII. Rental and Service Fees**

- a. Services provided include buffet catering, liquor service, set up and light clean-up. Table service and bussing are not provided.
- b. Rates for Service (see table 1):
  - i. \$50.00 per hour (including procurement and prep time) for MRFA staff time when scheduled outside regular work hours.
  - ii. \$100.00 per hour (including prep time) for work scheduled on Holidays.
    - Events booked during regular hours may still be subject to service fees due to procurement and preparation and other workload factors which occur outside regular hours.
    - Additional staff service fees may be charged in accordance with the Association's staffing policy if the event requires staff in addition to the Faculty Centre Coordinator.
    - All payments to Association staff for service fees shall be processed by MRU payroll. Payroll payment requisition forms shall be submitted by the Senior Administrative and Faculty Relations Officer after a signed catering payment form has been received.
- c. Food is charged at cost. Beverages are charged according to the posted prices in the Faculty Centre.
- d. The person(s) hosting the event are liable for any damages incurred.
- e. See MRFA room booking form for any additional regulations on Faculty Centre use.
- f. For MRFA functions, food and beverage provision will be determined by the Faculty Centre Coordinator in consultation with MRFA committees as appropriate.

Table 1.

Eligibility	Rental fees based on time of Booking		Fees for Staff Service <sup>4</sup>				Additional Fees <sup>3</sup>	
	Regular Hours	After Hours	Service in regular work hours	After Hours Service <sup>2</sup>	Service on Holidays	Additional support staff fee	Snacks <sup>3</sup>	Cleaning <sup>5</sup> and repairs <sup>6</sup>
<b>Member Booking<sup>1</sup></b>	No cost	No cost	No Cost	\$50.00 per hour	\$100.00 per hour	\$18.00 per hour	\$25.00	variable

<sup>1</sup> An MRFA member or MRFA staff must be present. An MRFA employee will be paid as indicated.

<sup>2</sup> The member booking the services will pay this rate for all time required to procure and prepare food, set up, host and/or clean up from events scheduled outside the regular work hours of the Faculty Centre Coordinator or which otherwise impact the regular work of the Faculty Centre Coordinator.

<sup>3</sup> See item V. e. regarding liquor service regulations.

<sup>4</sup> Service will be charged at the rate of \$50.00 per hour regular pay. On Holidays the Fee for Service shall be double time and a half: \$100.00 per hour. \$18.00 per hour will be charged for any additional staff required.

<sup>5</sup> See article V. d – violations may result in additional cleaning fees being charged to the individual responsible for the booking

<sup>6</sup> See article VII. d regarding liability

## VIII. Related Committees

The Faculty Centre Management Committee has oversight of the Faculty Centre and may make recommendations to the Executive Board on amendments to this policy as required

## IX. Replated Policies

- Food Preparation Policy
- Faculty Centre Guest Policy

## X. Appended Documents

- Room Booking Form



**MRFA**  
MOUNT ROYAL  
FACULTY ASSOCIATION

**Mount Royal Faculty Association  
Room Booking Form**

**MRFA Member Requesting the Booking**

Name: (First and Last) \_\_\_\_\_

Department: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Booking Details:**

Title: \_\_\_\_\_

Purpose: \_\_\_\_\_

If unclear by event title, please indicate how this event is connected to your role as an MRFA member or as a member of academic staff at MRU

Expected Attendance: \_\_\_\_\_

Room(s) Requested:                      **Room 1**                      **Room 2**                      **Faculty Centre**                      **Patio**

Service Required:                      **Yes / No**

Service is required when food will be provided by the MRFA, when liquor is to be served, and when the event is occurring outside of the regular hours the Faculty Centre Coordinator and a regular of the Association is not present. See fees for service in

Food Service Required:                      **Yes / No**

Liquor Service Required:                      **Yes / No**

Food and liquor is charged on a cost recovery basis. For current prices contact the Faculty Centre Coordinator.

For events requiring MRFA Staff Service (see table 1) for which the expenses are paid by MRU FOAP, the event must be in compliance with applicable MRU Policy (1. a full attendance list is required, 2. The event must include external participants or occur over the full noon hour of 12:00 – 1:00)

All Faculty Centre bookings are subject to the MRFA’s Faculty Centre Policies. By submitting this form I agree to abide by all applicable policies: **Yes / No**

Individuals with further inquiries may contact [FacultyCentre@mrfa.net](mailto:FacultyCentre@mrfa.net)

MRFA staff shall normally respond to booking requests and inquiries within three business days.