



**MRFA**  
MOUNT ROYAL  
FACULTY ASSOCIATION

## Faculty Centre Booking Policy

<b>Category:</b>	Faculty Centre
<b>Date last Revised:</b>	Fall 2025
<b>Scheduled for Review:</b>	Spring 2028
<b>Policy Sponsor:</b>	Finance Officer

### I. Overview

The Faculty Centre is a Mount Royal University facility leased to the MRFA for use by the Association and its members. The Centre is a welcoming and accessible space for all members of the Association, celebrating the diverse identities, abilities, cultural and religious practices, and social locations that strengthen our community.

The Centre is the Association's venue for social and professional interaction. Use of the Centre by others is a limited privilege, restricted by Association Bylaws and subject to AGLC regulations, 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. All bookings must be submitted through the Faculty Centre Room [Booking Form](#).

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 on a cost recovery basis and to generate enough revenue 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 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.
  - i. 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.

- ii. Bookings which include individuals who are not Members of the Association shall not be confirmed without provision of a complete guest list in advance to meet AGLC requirements.
- b. The Faculty Centre may be reserved by Associate, Honorary, and Retired Individuals at no cost for meetings or other events that are related to the University and occur during regular business hours.
- c. 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 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,
  - A complete Guest list must be provided 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, Tuesday, Wednesday, and Friday and 7 a.m.- 7 p.m. on Thursdays. The Faculty Centre is closed and unavailable for any bookings June 15 – August 14 and December 21 – January 3 without prior approval of the Faculty Centre Coordinator and President in accordance with the parameters in Appendix I.

Should a Member want to have a recurring booking in the Centre, those bookings may be subject to cancellation by the Association, with at least three weeks' notice, to prioritise the use of the space for Association business.

#### **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. Bookings requiring catering are subject to approval of both the Faculty Centre Coordinator and President in accordance with the parameters in Appendix I.. Approval is

subject to staff capacity and alignment with the Faculty Centre Lease Agreement and the MRFA mandate.

- d. 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.
- e. 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.
- f. 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 consumed in the Faculty Centre must be purchased by the Faculty Centre Coordinator. Any liquor purchased specifically for an event that is left over remains in the Centre in a locked cabinet.

## **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 until 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, subject to availability, when scheduled outside regular work hours.
  - ii. \$100.00 per hour (including prep time) for work scheduled on Holidays, subject to availability.

- 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 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 \$100.00 per hour. \$22.00 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 Audit and Finance 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

- Policy Against Abusive Conduct
- Meeting Policy

**X.** Related

- Online [Booking Request Form](#)
- [Standard room setups](#)

## **Appendix I: Parameters for Approval of Faculty Centre Bookings**

### **Purpose**

This appendix outlines the parameters that guide approval of Faculty Centre bookings to ensure that all use of the space aligns with Association policies, campus regulations, and the capacity of MRFA staff. The intent is to safeguard the primary function of the Faculty Centre as a resource for the Association and its Members while maintaining compliance with operational, legal, and ethical obligations.

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### **1. Compliance Requirements**

All bookings must:

- Conform to the MRFA Faculty Centre Booking Policy, Faculty Centre Lease Agreement, AGLC regulations, and Mount Royal University policies on campus facilities and events.
- Align with the Association's Bylaws, Policy Against Abusive Conduct, and Equity, Diversity, Inclusion, and Accessibility principles.
- Respect the privacy and security protocols of the MRFA, including restricted access to office areas and confidential materials.
- Comply with all relevant campus safety, accessibility, and Alberta food-handling regulations.
- Not conflict with the MRFA's collective agreement obligations, communications, or events related to Association business.

Any event that could reasonably be perceived as conflicting with Association values, reputational interests, or obligations under campus policy may be declined.

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### **2. Staff Capacity and Role Considerations**

The Faculty Centre Coordinator's primary role is to support the operations and needs of the Association. Therefore:

- Approval of bookings requiring staff presence, procurement, catering, or cleanup is subject to staff capacity and regular workload obligations.
  - If the time required to coordinate, prepare for, or facilitate an event would reduce the Coordinator's ability to complete essential MRFA work tasks, the event shall not be approved.
  - During periods of high Association activity (e.g., bargaining, general meetings, or financial year-end), event approvals may be restricted to ensure MRFA priorities are maintained.
  - Any after-hours or holiday event requiring staff support must be approved jointly by the Faculty Centre Coordinator and the President to confirm both capacity and alignment with policy.
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### 3. Prioritization of Use

When multiple booking requests are received, the following priorities apply:

1. MRFA business and committee meetings
2. Events hosted by MRFA Members related to their academic or representative roles
3. Private Member events not requiring staff support
4. Other eligible bookings under Policy Section IV

Recurring or long-term bookings may be declined or canceled with at least three weeks' notice if the space is needed for Association business.

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### 4. Event Scope and Restrictions

- Events involving non-MRFA members must have advance approval, a full guest list, and proof of compliance with AGLC and MRU insurance requirements.
  - Use of the kitchen or bar services requires staff presence and explicit approval.
  - The Faculty Centre and MRFA property shall not be lent or removed from the premises under any circumstances.
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### 5. Scheduling Parameters

- Regular operating hours: 7:30 a.m.–4:00 p.m. (Mon/Tue/Wed/Fri) and 7:00 a.m.–7:00 p.m. (Thurs).
  - The Faculty Centre is closed June 15 – August 14 and December 21 – January 3 except by joint approval of the Faculty Centre Coordinator and President, and only if staffing capacity and operational needs permit.
  - Events scheduled outside these hours must include sufficient time for set-up and cleanup within the booked period and are subject to applicable staff service fees.
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### 6. Approval Process

1. **Booking Request:**
  - Must be submitted via the Faculty Centre Room Booking Form at least 10 business days in advance.
2. **Initial Review:**
  - The Faculty Centre Coordinator reviews the request for availability, policy compliance, and staffing feasibility.
3. **Joint Approval (if applicable):**

- Bookings involving catering, after-hours staff presence, or non-member guests require joint approval by the Coordinator and President.

**4. Confirmation:**

- Written confirmation will be provided once all conditions (including insurance coverage and service quotes) are met.

No booking is considered approved until written confirmation is issued by the Faculty Centre Coordinator.

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## **7. Denial of Bookings**

A booking may be declined or rescinded if:

- It conflicts with Association or campus policy;
- It exceeds available staff capacity or would interfere with required MRFA work;
- It presents reputational, legal, or operational risk; or
- The requester fails to comply with documentation (i.e. signed quote submitted in advance).

Decisions may be appealed to the Audit and Finance Committee, whose decision is final.

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## **8. Review and Revision**

These parameters will be reviewed in conjunction with the Faculty Centre Booking Policy at the next scheduled review or sooner if operational needs or campus regulations change.