# ST. THOMAS MORE COLLEGE
### UNIVERSITY OF SASKATCHEWAN

## Room Usage + Booking

*Standard Operating Procedures*

## Contents

Created: 2025
Updated:

# Room Booking Policy and Academic Space Prioritization

The room booking operating procedures ensures that St. Thomas More College (STM) maintains accurate and centralized records of room usage. While the primary purpose is institutional record-keeping, the form also supports liability, security, and operational coordination.

The centralized record allows administrative and facilities staff to reference bookings efficiently, particularly when addressing scheduling discrepancies or reviewing historical usage. Adhering to this process helps prevent scheduling conflicts and supports effective coordination across departments.

Room usage for meetings or events must not interfere with scheduled classes during the academic year. Academic instruction is the primary function of STM, and classroom space will not be reassigned or rescheduled to accommodate non-academic activities. This includes designated student study areas during regular business hours, which are to remain available for student use and are not to be booked for meetings or events.

STM reserves the right to change or delete a booking if internal needs require it. STM will do its best to relocate the booking elsewhere in the building or reschedule it for a different day.

# Do I Need to Submit a Form?

### Internal groups – Requiring Catering, IT, or Maintenance:

Are required to submit a Room Use Request Form for any requests that have one or more of the following: IT assistance, Catering, Liquor, or maintenance assistance.

### Internal groups – Not Requiring Catering, IT, or Maintenance:

Are required to submit a request via outlook. When submitting the request via outlook, so that records can still be kept, in the notes section below location, you must include your name/person you are booking for and what the usage is for.

### STM Student Groups:

STM student groups are required to submit a Room Use Request Form for all meetings and events.

### External Groups:

External groups (Including USask ratified student groups) are required to submit a Room Use Request Form and submit it for approval for any wanted usage of STM space.

**NOTE: STM personnel, even if you are a member of the group or committee, cannot book space for USask or another external group. All external people are required to follow the procedures for booking a room for an external group.**

# How to reserve a room

### Steps for reserving a room via booking form:

1. **Access the Form**: Download the fillable PDF *Room Use Request Form* from the Operations tab on the *Policies and Forms* SharePoint site. Room booking requests should be submitted **at least two weeks in advance** of the event date.
2. **Complete the Form**: Fill out the form in full. Incomplete forms will be returned for completion and will not be submitted for approval until all required information is provided.
3. **Submit the Form**: Email the completed form to mainoffice@stmcollege.ca.

4. **Review and Approval Process**: The form will be reviewed for completeness. If all required information is included, it will be forwarded for college approval.
5. **Notification of Approval**: You will receive an email notification indicating whether your event has been approved.
6. **Attendance Requirement**: The individual who submitted the booking request is expected to attend the meeting or event.
7. **Student Group Bookings**: Student groups (e.g., STMSU, Just Youth, Engaged Learning Mentors) are responsible for submitting their own room booking requests.

**NOTE: Room holds are not permitted. A completed *Room Use Request Form* is required to book a room. There are no exceptions.**

## Steps for reserving a room via Outlook:

1. Open your Outlook calendar.
2. Determine the preferred date, time and location for your meeting.
3. Go to the top of your page and select "new meeting."
4. Enter a clear and descriptive title for your meeting—this will appear on the college calendar.
5. In the "Required" field, add the names of attendees and include the room you wish to book.
6. Input the start and end time.
7. Below "Location" you will be able to write notes. In this area, please write a description of the what the usage is for and your name/who the main contact will be for that meeting if you are booking it for someone else.
8. Once all details are entered, click "Send" to submit the request.

Your booking request will be sent to the main office to be reviewed. If the booking is approved, you will receive a notification that the booking has been accepted. If the booking will not, you will be notified that the booking request has declined.

**NOTE: Room holds are not permitted. There are no exceptions.**

## Booking Types

### Reoccurring Meetings:

If you wish to book college space for a reoccurring event, or meeting, you may do so via outlook request if you will not require catering, liquor, IT services, or Maintenance assistance. If you require any of these services, you will need to fill out and submit a Room Use Request Form.

If your booking requires a form to be filled out, in the date section write see attached. Please provide a separate document that lists the dates needed, and the start and end times. If there is more than one room being used for the recurring meetings, please also include the room as well in the additional document. Submit this with the room use form.

### Additional Academic Usage

If a room is required outside of regularly scheduled class time. Contact reception via email and they can assist you in finding a free space that fits your requirements.

### STM Employee Room Bookings

If STM faculty or staff are requesting a space in the College for an **event** such as a reception, lecture, etc., then a Room Use Form request must be filled out and submitted to the main office.

### Student Groups

Ratified STM student groups can book space in STM without being charged. To do so they must fill out the Room Use Request Form and submit it for approval. Student groups can only use STM space for a meeting or student event, if they have filled out the Room Use Request Form and have had it approved prior to the event date. There are no exceptions.

To become a ratified student group, the student group must submit the request to Richard Medernach in Student Services, and then be approved by Admin.

### USask Bookings

USask employees can book space in STM by submitting a Room Use Request Form. Use will be granted only for academic events and meetings.

Room charges for USask academic events and meetings will be waived, but IT charges will be applied if they require IT/AV equipment or personnel to be present.

### USask Bookings – Students

Ratified Usask Student groups may book STM spaces by submitting a room booking form. All bookings are subject to college approval.

### Non-Academic External Bookings

External bookings (Ex: Wedding, Birthday celebration, etc.) requests that are not academic related will not be approved.

## Shannon Library Use

Before booking the Library, you must first discuss your intended use with the Assistant Librarian to ensure it aligns with the purpose and values of the space as per library policy. If they agree that your proposed use is appropriate, you may proceed with completing and submitting the Room Use Request Form. The use of the Shannon library will be granted only when it will not negatively impact students using the library. You must first discuss the martins job role.

Events must be scheduled during regular library hours. If an event is approved to take place outside building hours, or extend outside set building hours, the library must be informed in advance to ensure proper library staffing. The event organizer must indicate whether the event can be held within a section of the library or if it will require the use of the entire library. Additionally, organizers must specify whether the event is open to all, or if it is intended to be a private event.

## Chapel Use

### Academic and College Events

Before booking the Chapel, you must first discuss your intended use with Campus Ministry to ensure it aligns with the purpose and values of the space. If Campus Ministry agrees that your proposed use is appropriate, you may proceed with completing and submitting the Room Use Request Form. The request must then be approved by the Chief Operating Officer (COO) and signed by Campus Ministry.

### Funerals

In exceptional circumstances, funerals are performed at STM. If you would like to celebrate a funeral liturgy in STM's Chapel, please contact the Director of Mission and Ministry, Gertrude Rompré to start the process. Please refer to the STM Funeral Policy for more information.

In correlation to STM's Mission and Ministry, there are no fees to reserve the Chapel for a funeral. If there is to be a reception in another booked space within the College afterwards, there will be fees for the room.

Employees and the public are both allowed to request a funeral be held at STM, given they meet the conditions set out in the STM Funeral Policy.

### Weddings

Weddings are not normally celebrated in the STM Chapel. Couples wishing to be married should contact their local parish. If the couple are regular members of the STM worshiping community, they should contact the Pastor at Our Lady of Lourdes Parish.

## High School Retreats

If a school wishes to hold a retreat at STM, a representative for the schools can contact reception and arrange a date. All schools will be required to submit a Room Use Request Form. The request must then be approved by the COO and signed by Campus Ministry to signify that they are aware of the Chapel being used.

If the school is using a caterer and paying for it themselves then they can choose whomever they want, such as Marquis. The COO does need to approve the caterer. STM will provide tables for setting up the food, if they have their retreat catered in STM. The school or organization is responsible for leaving the food area clean and orderly before leading the eating area.

## Blackout periods

Days of any annual college event have become a cornerstone for the college. These events happen annually. During these blackout periods, only classes and meetings held during regular hours will be accepted.

## Insurance

### STM

STM employees are covered under the college's insurance when using STM facilities for academic or work-related purposes.

### External

All external groups, including those affiliated with the University of Saskatchewan (USask), are required to have a minimum of two million dollars in liability insurance. Proof of insurance must be provided upon request by the COO.

## IT/AV

Once your Room Booking Form has been submitted and approved, you are responsible for contacting STM IT Services at helpdesk@stmcollege.ca to discuss any IT or AV needs for your meeting or event.

Please note, on occasion IT must rent equipment to fulfill your events requirements, this is why there is the requirement to contact IT a minimum of two weeks before your event. This ensures that IT is better able to prepare and adequately support your event.

## Website Promotion

Website promotion is available only for internal events and only upon request by the individual booking the room.

**Do not promote, announce, or invite attendees to any event until you have received formal confirmation that your Room Use Request has been approved.**

## Catering + Liquor

A *catered event* is defined as any event where STM arranges for an external caterer to provide food or beverages.

For events of a size that requires catering, both internal and external groups are required to use USask Culinary Services. Expecptions to using USask Culinary Services may be made, depending on circumstances. The COO will approve any exemptions to this policy on a case-by-case basis. Please follow the forms instructions on how request the use of an external caterer.

If your event includes catering and/or liquor service, you must contact USask Culinary Services at https://usask.catertrax.com. You will need to fill out the Campus booking Form (See Policies and Forms SharePoint site) and submit it to the USask Hospitality and Events Coordinator (shandra.huntington@usask.ca).

If you require liquor for your event, you are required to fill out both the Campus Booking Form (A Fillable PDF version is located on the Policies and Forms SharePoint site), and a Special Occasion Non-Sale Permit via Saskatchewan Liquor and Gaming Authority (SLGA): https://www.slga.com/permits-and-licences/liquor-permits/special-occasion-permits/non-sale.Faculty Union

The above stated requirements apply to **all room bookings at STM**, regardless of whether the group is internal or external.

Charge codes for billing through the USask Culinary Services website have been confirmed and should be used as prompted during the ordering process.

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|---|---|---|---|
| **Chart:** | 1 | **Fund:** | 100911 |
| **Organization:** | 9000 | **Account:** | 70619 |
| **Program:** | 1000 | | |

If catering is charged through the USask Culinary Services website, the billing will be sent to the STM Accounting Office monthly. STM accounting staff will allocate the charges to the appropriate internal charge code and will follow up with you directly if there are any questions regarding your event or the associated charges. If preferred, you may opt to pay using a credit card instead of using the internal billing process.

The STM Faculty Union (STMFU) may book STM facilities for union-related business at no cost.

## Fees

### USask Student Groups

Ratified USask Student groups room fees are waived.

### USask Use – Academic

Room charges for USask academic events and meetings will be waived, but IT charges will be applied if they require IT/AV equipment or personnel to be present.

### IT/AV Fees

Usask bookings will be charged for IT/AV and any applicable Maintenance.

A Usask student ratified group will beer no room charges however fees for IT and Maintenance needs will be evaluated and based on the timing of their proposed event.

### Funeral Receptions

Standard external room rental fees apply for receptions held in the college.