



**UNIVERSITY OF WATERLOO**  
**FACULTY OF ENGINEERING**

**ENGINEERING IDEAs CLINIC**  
**POLICY and PROCEDURES**

<b>Policy Name:</b>	Equipment and Space Booking
<b>Originating/Responsible Department:</b>	Engineering IDEAs Clinic
<b>Approval Authority:</b>	Engineering IDEAs Clinic Steering Committee
<b>Date of Original Policy:</b>	May 2018
<b>Original Authors:</b>	Victoria Alderson and Chris Rennick
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<b>Last Modified by:</b>	Chris Rennick

**Policy:**

The Engineering IDEAs Clinic has the right and responsibility to manage the use and access to its space to ensure the safety of its users and facilities, and that the University's reputation is not compromised. This policy outlines appropriate procedures and conditions and/or limitations regarding the use and booking of its spaces. The Engineering IDEAs Clinic will make its space, facilities and equipment available to the University of Waterloo's community and departments for experiential, educational, hands on, and social activities.

**Purpose:**

This policy has been established to ensure that Engineering IDEAs Clinic will make its space, facilities, and equipment available to user groups. This policy will ensure all potential users have an equitable opportunity to reserve and utilize space, facilities, and equipment. This policy will ensure that any events do not impact the normal operations of the Clinic: specifically academic activities which align with the mission and goals of the IDEAs Clinic. These activities include, but are not limited to lectures, seminars, lab-like activities, and work groups.

This policy is not to discourage academic departments from using the Engineering IDEA's clinic space, but rather to ensure innovative, hands-on learning activities can occur in an appropriate space. The IDEA's Clinic is an important aspect of the Faculty of Engineering's educational experience, and so must be supported.

## **Users:**

Potential users of Engineering IDEAs Clinic controlled space, facilities and equipment are divided into four distinct groups. If you are unsure if you fall under the list of users please contact the Engineering IDEAs Clinic administration at: [chris.rennick@uwaterloo.ca](mailto:chris.rennick@uwaterloo.ca). The user groups are:

### **Engineering IDEAs Clinic Activity Facilitators**

University of Waterloo Faculty, staff and affiliates offering/facilitating IDEAs Clinic activities. These activities include, but are not limited to Engineering Design Days activities, stand-alone activities for students, conventions, and workshops.

### **University of Waterloo Dean of Engineering Office**

The Dean of Engineering's Office will be granted use at the discretion of the Engineering IDEAs Clinic Administration.

### **University of Waterloo Departments within the Faculty of Engineering**

Academic departments within the Faculty of Engineering. These groups or individuals may be granted use at the discretion of the Engineering IDEAs Clinic Administration.

### **Student Groups**

An organized group of students whose objectives align with the Engineering IDEAs Clinic's mission and goals. These groups include, but are not limited to the Engineering Society, student teams, or other student groups interested in running academic events (like workshops) for their fellow students.

## **Procedures:**

### **Room Bookings – Engineering Design Days**

Engineering Design Days activities are defined as: hands-on activities which actively involve two or more courses with long student engagement (typically 4+ hours, and perhaps over multiple days).

Booking(s) of Engineering IDEAs Clinic space, facilities and equipment is on a first come, first served basis. Booking(s) of the facilities for Engineering Design Days activities will be accepted in adherence to the following schedule:

- **Deadline 1:** Dates for Engineering Design Days events due 2 months prior to start of term. Any booking conflicts will be resolved at this stage. Any room bookings granted at this stage will be guaranteed.
- **Deadline 2:** The final opportunity to book Engineering Design Days activities is during the first week of the term at the Engineering Design Days Sub-committee meeting. Rooms will be booked based on current availability, and any new booking conflicts will be resolved (with priority given to those booked at deadline 1 described above).

## **Room Bookings – Other Activities**

Booking(s) of Engineering IDEAs Clinic space, facilities and equipment is on a first come, first served basis. Booking(s) with less than ten (10) working days advance notice will be accepted to the fullest extent possible, but at the discretion of the Engineering IDEAs Clinic Administration.

Booking(s) of the facilities will be accepted in adherence to the following schedule:

- Bookings can only be done within the current term (unless otherwise decided by the Engineering IDEAs Clinic administration). You cannot book into the next term.
- Bookings start in the 2<sup>nd</sup> week of each term. The first week of term is reserved for Engineering Design Days to complete booking their events.
- The rooms are not to be booked for teaching a course or for regular labs, as they are not classrooms. Please use the classrooms that you were assigned by the Registrar's office for your course.

A confirmation of the booking will be sent back within three (3) business days of the request.

Bookings are subject to change and/or cancelled by the Engineering IDEAs Clinic without notice, in extreme cases only.

Use of the Engineering IDEAs Clinic by third party organizations may be authorized by the Administration however the activities undertaken must comply with the Engineering IDEAs Clinic policies and regulations.

### **Guidelines for Resolving Booking Conflicts:**

As not all use cases of the Engineering IDEAs Clinic space can be predicted, we cannot guarantee availability. In the event of a conflict between groups, priority will be given as follows:

1. Engineering Design Days activities,
2. other IDEAs Clinic activities,
3. hands-on activities involving project-based courses,
4. the Dean of Engineering's Office,
5. department bookings,
6. student bookings based on the needs of that group (number of students, required equipment, etc.).

If there are still conflicts, priority will then be given to the group who best utilizes the space (i.e. best fits the rooms' seating capacities and unique capabilities), followed by the group which has used the space least.

### **Rescheduling**

The Engineering IDEAs Clinic may need to adjust space allocations due to circumstances beyond our control.

## After hours

The person in charge of any event *must* be the last person to leave the area. They will take responsibility for ensuring that all persons have left; and that the space and the hallway doors are locked and secure. Students must never be left in IDEAs Clinic space unattended.

## Room Usage

- The rooms are self-service rooms, meaning:
  - Fobs are available to be signed out from the Engineering IDEAs Clinic Administrative Assistant for the duration of the event and/or term (depending on the activity)
  - If your event produces large amounts of garbage/recycling, you are responsible for cleaning it up. Custodial staff only empty the garbage cans in the rooms once a week unless you call them and pay to arrange a special cleaning.
  - If catering is ordered, please remember they do not clean up any spills/mess. This is your responsibility and must be done in a timely manner.
  - If you need cleaning products etc., you must bring them from your own department.
  - **There is no on-site technical support for the AV equipment**, though Engineering IDEAs Clinic staff are available in advance for training, if required
  - There are campus phones available in E7 1427 and E7 2409 for emergencies, or to contact IST for AV support.

Any event/activity planned may be subject to approval for safety and risk management reasons. Certain events may be the subject to an assessment by the University's safety office. The University shall determine if such an event is permissible or not.

## **Restrictions and Conditions:**

The Engineering IDEAs Clinic area is for the benefit of students and the University of Waterloo Engineering community. The following restrictions are designed to ensure a safe, clean, enjoyable environment for all guests and occupants of the building.

Note: Any exemptions to these restrictions will be considered on a case-by-case basis.

These guidelines are designed to assist in determining appropriate use of space in the Engineering IDEAs Clinic. The appropriate use of space for each booking in the Engineering IDEAs Clinic will be determined by the Engineering IDEAs Clinic Administration.

All requests must include a complete description of the intended use, including the following:

- a) The purpose or nature of the event, clearly outlining how it aligns with the goals of the Engineering Ideas Clinic;
- b) Complete list of IDEAs Clinic equipment required;
- c) Course(s) involved (if applicable) and maximum number of students expected
- d) General set-up guidelines, including maps, placement, etc.
- e) Staff, faculty responsible for the event

Failure to abide by this policy will result in cancellation of booking privileges.

## **Events/Functions Involving Food**

Food can be served to students in Engineering IDEAs Clinic spaces. Clean is the sole responsibility of the person/group who booked the space. Standardized recycling/garbage sorting bins are available for use in all rooms.

Departments are not obligated to order for Catering and Event Services and are able to order from outside vendors as long as the outside vendor is not accepting payment from individual guests or constituents.

While you are not obligated to order from us, they are certainly encouraged to support departments in their own University. Food Services is a non profit organization and any money earned on campus goes back into our facilities and programs on campus. Choosing to use alternate suppliers takes opportunities away from their on campus providers and can negatively effect the services we are able to provide to our campus community.

If Bar Services are required, Policy 21 states they must use Catering and Event Services as their provider, stated here: <https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-21>

## **Rights and Responsibilities:**

The University of Waterloo desires to create an environment that supports, nurtures, and rewards its members on the basis of such relevant factors as work performance and achievement. Discrimination and harassment are not conducive to this environment. Follow this link to view the complete policy: <https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-33>

Without restricting the generality of the University's Human Rights Policies and Procedures provide that membership in the University community entails certain rights and responsibilities, including an obligation to deal ethically and fairly with other members of the community and not to discriminate or harass.

The University requires tolerance, civil conduct and respect for the rights of others. It endeavours to provide a safe environment, conducive to personal and intellectual growth, which is not only free of discrimination, injustice and actual or threatened violence, but is also characterized by understanding, respect, peace, tolerance, trust, openness and fairness.

### **Booking and/or Borrowing Equipment:**

Our primary goal is to support students and certain University functions. We DO NOT provide equipment for unrelated functions or personal use.

All equipment bookings are made using the Booking form found on the Engineering IDEAs Clinic website, here: <https://uwaterloo.ca/engineering-ideas-clinic/>. **We require a minimum of 24 hours notice for all bookings.**

Loan periods are limited to ensure access to as many users as possible. Some equipment are in lower demand and may be booked for longer periods of time. **Bookings are limited and under the discretion of the Engineering IDEAs Clinic Administration.**

### **Reminders When Booking Equipment:**

- Please provide your name, phone number, equipment type, amount needed, day(s) needed, and the time required, start and end.
- We require 24 hours notice for all equipment bookings
- Damage to or loss of equipment released will be the responsibility of the user and the cost of repairs or replacement due to loss, careless handling or incorrect operation will be charged to the user

### **Pickup Service:**

We require 24 hours notice on all bookings to ensure items are available.