

Procedure: 2.1

Subject: Bell e-Learning Centre Booking

Background:

The Bell e-Learning Centre improves accessibility to innovative learning and communication resources for Chinook's Edge School Division, Olds College, and the community.

The Bell e-Learning Centre is one facility within the Community Learning Campus (CLC), and as such will operate under the principles of the Joint Venture Agreement and the Facility Use Agreement as signed by Chinook's Edge School Division and Olds College.

As described in the Facility Use Agreement Section 2.2, priority booking for Bell e-Learning Centre space are based on the following criteria:

- a. Educational and administrative use by CESD and OC
- b. Co-curricular use by CESD and OC
- c. Community
- d. Business and industry

Olds College has agreed to manage the use and booking of the space within the Bell e-Learning Centre. Please refer to the CLC rate sheet for specific pricing information.

Procedures:

1. Office Space

Office space within the Bell e-Learning Centre will be approved by CLC Executive Committee. The CLC Executive Committee will approve all office space allocation and re-allocation.

2. Educational Space

Rooms required for educational purposes will be booked through the Olds College CMIS (Central Management Information System) in the Student Services department. Contact the Scheduling Administrator in Olds College Student Services at:

- a. Telephone 403-556-4642
- b. E-mail scheduler@oldscollege.ca

Rooms used for educational purposes will have first priority. Educational purpose is defined as teaching directly to Olds College and/or CESD students.

3. Non-Educational / Conference / Staff Development

Non-educational, conference, staff development and community use of the rooms will be managed by Olds College Conference Services. Non-educational use is defined as any purpose other than teaching directly to CESD and OC students. This includes staff meetings, student meetings (other than those required for class time), conferences, staff development workshops and community work. To book a facility contact Conference Services:

- a. Telephone 403-556-8330
- b. E-mail conferenceserv@oldscollege.ca

Meal or refreshment requirements must be finalized with Conference Services three days before the event.

4. Video Conferencing Suites

The goal is to provide users with the finest video conferencing services possible.

- a. Requests for using the Video Conferencing Facilities must be made prior to the date required.
- b. Rooms may be booked for educational, non educational/conference and staff development needs. Booking procedures are based on the need for the room and are noted above.
- c. Once the facility has been booked, the Video Conference Coordinator, will be in contact to confirm equipment, set up and training needs prior to the Video Conferencing Suite use.

The video conferencing rooms will first be available for video conferencing needs. Any non-video conferencing bookings may be relocated within 48 hours of the meeting to ensure proper availability for video conferencing needs. If a room is required for video conferencing needs and is booked for non-video conferencing needs, Conference Services and the Scheduler Administrator will have authority to relocate the non-video conferencing meeting.

Room Specifics and / or Restrictions:

Rooms for both educational and non-educational will be booked based on technology, equipment and space requirements. Those meetings or classes not requiring the technology in the rooms will be moved to the most appropriate space for their needs by Conference Services or the Scheduling Administrator. Rooms will be first booked for their intended purpose and then made available for all other requests on a first come first serve basis. Conference Services and the Scheduling Administrator, in consultation with the user, will have the authorization to relocate a booking based on addressing the needs of all clients involved.

All staff and clients booking rooms within the Bell e-Learning Facility must receive training on use of the technology and equipment within the rooms before the staff or client may utilize the technology and equipment.

Food services in the Bell e-Learning Centre will be approved by Conference Services. This is to ensure compliance with the food handling and safety requirements. Clients wishing to bring food and beverages to the facility must declare all types of food and beverage and obtain Conference Services written approval to serve. Alcohol may only be served in licensed areas of the building.



1. Computer Labs

- a. Computer labs will be restricted from food and drink.
- b. Individuals using the labs must receive training on how to use the technology and smart boards.

2. Multi Media Room

- a. Use of this room requires Chinook's Edge School Division approval to ensure trained individual are available to assist with the room's technology.

3. Video Conferencing Rooms

- a. The Video Conference Coordinator must review and approve all use of the room to ensure trained individuals are using the technology
- b. Tables within the large video conferencing rooms are to be left in place. Movement of the tables will result in an additional charge for use of the room. If tables are required to be moved please contact Conference Services

4. Excite Room

- a. The Bell Excite room is available for booking
- b. Individuals must receive training on how to use the technology and smart boards within this room
- c. Whiteboards must be cleaned after each meeting by the group using the room

5. Foyer

- a. The foyer is available for booking of events through Olds College Conference Services

6. Office Space

- a. Office space will not be available for booking

7. Information Technology Server Room

- a. Access is restricted to staff of either Olds College or Chinook's Edge School Division Information Technology departments

History
Approved:
Review Date:
Amended:
Deleted: