

# Student Groups Booking Request Form

This form is for student groups to request classrooms, as well as event and special spaces for their meetings, activities, and events that are held on campus. Contact [sagroupsadmin@macewan.ca](mailto:sagroupsadmin@macewan.ca)

## Requestor's Information

First Name\*

Last Name\*

Student Group\*

Email\*

*This email will be used to send the booking details or for follow up relating to the request.*

## Booking Type

- Regular Student Group Meeting
- Executive Meeting
- Event

## Space Requirements

Requested date\*

Alternate Date\*

Requested Start Time\*

Requested End Time\*

Recurrence

- One Time
- Weekly
- Monthly

**Estimated Attendance\***

*Please give a reasonable best estimate of maximum number of attendees*

**Technology Requests**

**Room Type**

- No Preference
- Standard (flat)
- Tiered (amphitheater)

*Please note that setting a preference in this field may significantly reduce the available options.*

**Other Requests**

*Use this field if you have other space or technology requirements. You may also use this field to note preferences for specific rooms.*

**Approved Room**

**Room**

**Date**

**Confirmation Details**

**Student Groups Department Notes**

## General MacEwan University Scheduling Office Notes:

Please check the room in advance to ensure it meets your requirements.

Audio Visual equipment help, and operator support must be arranged in advance by contacting IT Services.

Please ensure your booking includes any set-up/take-down times. If special room or furniture arrangements are required, please contact the Facilities Support Centre at [facilities@macewan.ca](mailto:facilities@macewan.ca)

*Classes end 10 minutes to the hour and 20 minutes after the hour. If your casual booking is scheduled into a room used for classes, your booking time will be adjusted accordingly.*

*\* Important information if confirmed room is a computer lab...Staff are to obtain their own keys through their department by submitting a key request. As a backup to this, keys are available for sign-out at Borrower Services in the Library with a valid MacEwan library card.*

If your casual booking includes food service, please ensure that the time booked includes setup and take-down time as required by Food Services.

To cancel or modify the booking, email [sagroupsadmin@macewan.ca](mailto:sagroupsadmin@macewan.ca).

## Office Use

Date

Processing Notes

Click or tap to enter a date.

Submit