

Schulich Wellness

The Bill Rosehart Wellness Room (ENA 06) Guidelines

Room Setup & A/V Access

The room includes a projector, tables, and chairs, which you are welcome to arrange as needed.

If you require use of the A/V system, please coordinate with [@Hector Alzate](#) (cc'd in this email), our Teaching and Learning Technical Specialist, to schedule a walkthrough before your event.

Food & Beverage Policy

You are welcome to bring food and drinks. Reminder: **alcoholic beverages are strictly prohibited on campus, and we have a zero-tolerance policy for this**—this includes bringing, serving, or consuming them on campus.

Cleanup & Security Requirements

To maintain the space, please adhere to the following guidelines:

Waste Disposal: You are responsible for removing all waste brought into the room.

- The group is responsible for cleaning the space after use, including wiping down tables and chairs and ensuring all catering items are removed if there are any.
- You can request a garbage bins via an ARCHIBUS request: <https://www.ucalgary.ca/facilities/service-requests>
- If the space is not left clean, caretaking services will be required, and the associated fees will be charged to your group.

Room Condition: The room must be left as clean (or cleaner) than you found it.

- Facilities do not clean this space after events, so you must clean the floors and tables thoroughly.

Security: Your group is responsible for ensuring that all items remain safe and secure.

- **Never** leave the room open and unattended. Ensure it is fully closed and locked once your event concludes (we've had some prior issues with the doorstop being forgotten and left under the door or outside the room, so please make sure to place it back in the room).

- Do not allow attendees to access cupboards or drawers as they may contain valuable or fragile items.

Furniture & Equipment: Return chairs and tables to their original positions after the event.

- We recommend taking a picture before moving anything to ensure you know where everything should be placed.

Room Access: The key card for this room can be accessed at the front desk in ENC 101 right before your event. Please note that the Dean's Office ENC 101 office hours are from 8:30 am - 4:30 pm and close during lunch hour, 12:00 pm - 1:00 pm.

SSE Room Bookings

Dean's Office | Schulich School of Engineering

sserooms@ucalgary.ca