

BCTI SPACE REQUEST FOR INTERNAL STAKEHOLDERS

Policies

Dear Visitors,

Welcome to the Barrett Centre for Technology Innovation (BCTI). In order to maintain an efficient and collaborative environment, we have established the following policies for requesting and utilizing spaces within our facility. Your adherence to these guidelines is crucial for the seamless functioning of our shared spaces.

1. Request Submission: All space requests must be submitted through the designated online portal at least 48 hours before the intended event date. Late submissions may be considered on a case-by-case basis but are subject to availability.

2. Priority Allocation: Priority for space allocation will be given to events directly aligned with BCTI's mission and vision, emphasizing technology, innovation, and industry applications.

3. Approval Process:

- Requests are considered expressions of interest and do not guarantee approval.
- Final approval is contingent upon space availability and alignment with BCTI's objectives.
- The BCTI team will review requests within five business days and notify the requester of the outcome.

4. Eligibility:

- Space requests are open to BCTI members, faculty, staff, and external partners.
- Students are required to submit requests through their faculty members.

5. Room Usage Guidelines:

- Users must adhere to the prescribed setup and seating arrangements for each room.
- Equipment and furnishings should be returned to their original positions after use.
- All spaces must be left in a clean and orderly condition.

6. Cancellation Policy:

- A minimum of 72 hours' notice is required for cancellations.
- Frequent cancellations may impact future requests.

7. Security and Access:

- Access to reserved spaces will be granted to a maximum of 2 designated individuals specified in the request form.
- ID cards must be presented for access, and unauthorized entry is strictly prohibited.

8. Food and Beverage:

- Catering services must be arranged independently and are not provided by BCTI.
- Users are responsible for adhering to any food and beverage policies of the facility.

9. Post-Event Evaluation:

- Users are encouraged to provide feedback and suggestions for improvement after each event.

10. Compliance:

- Violation of these policies may result in restricted access to future bookings.

We appreciate your cooperation and understanding as we work together to create a dynamic and collaborative environment at the Barrett Centre for Technology Innovation.

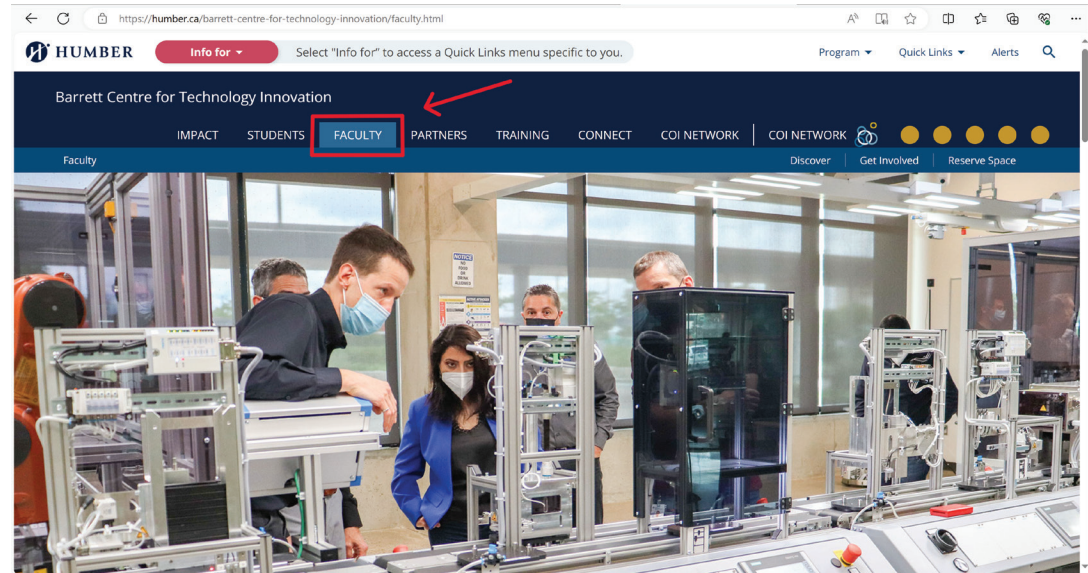
Procedure

To Reserve Space with the Barrett Centre for Technology Innovation at Humber College, please follow these steps:

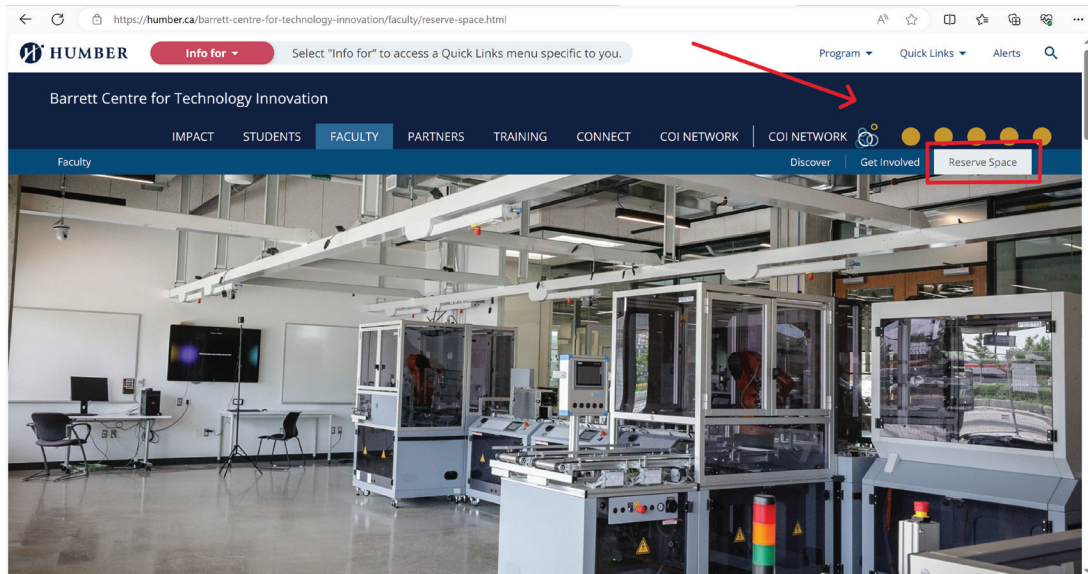
1. Access the official website of Barrett Centre for Technology Innovation at Humber College using the following

URL: <https://humber.ca/barrett-centre-for-technology-innovation/>.

2. Navigate to the **Faculty** tab on the website.



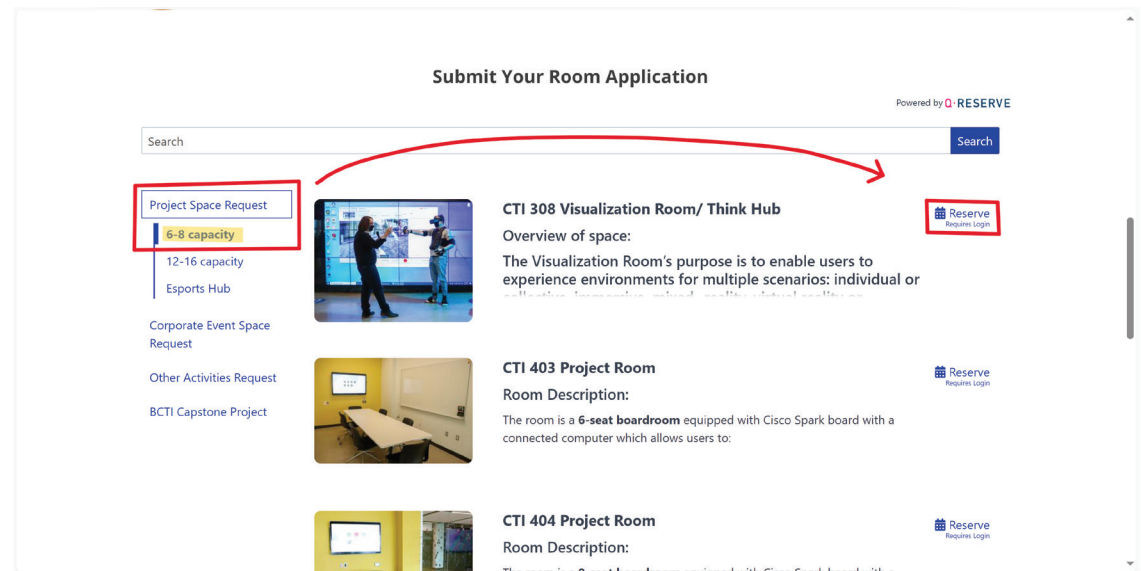
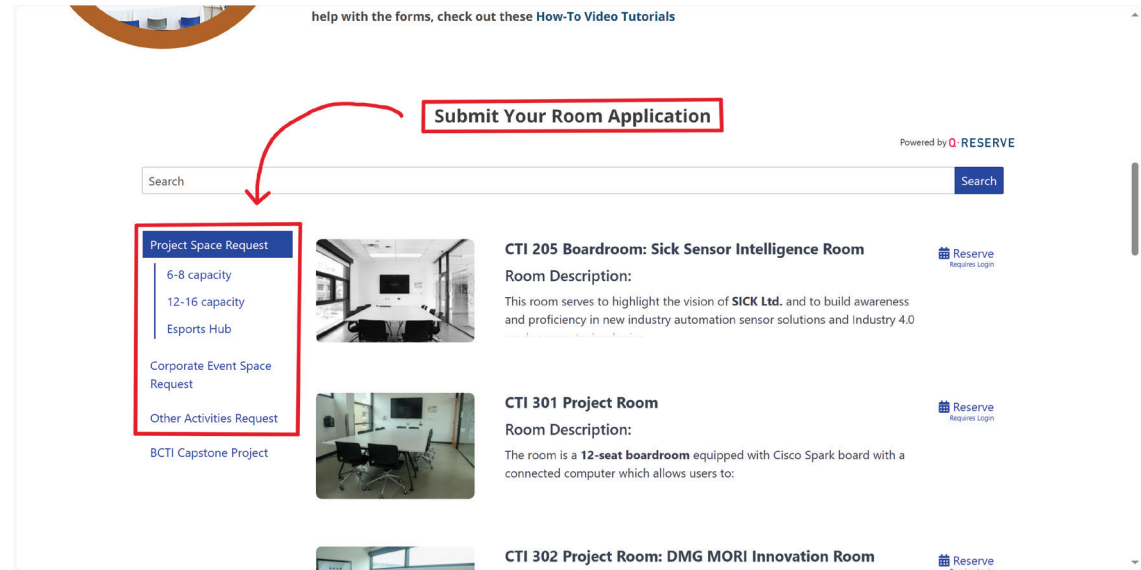
3. Under the Faculty Tab, locate and click on the **"Reserve Space"** tab.



4. Navigate to **“Submit your Room Application”** section, under this section you will find

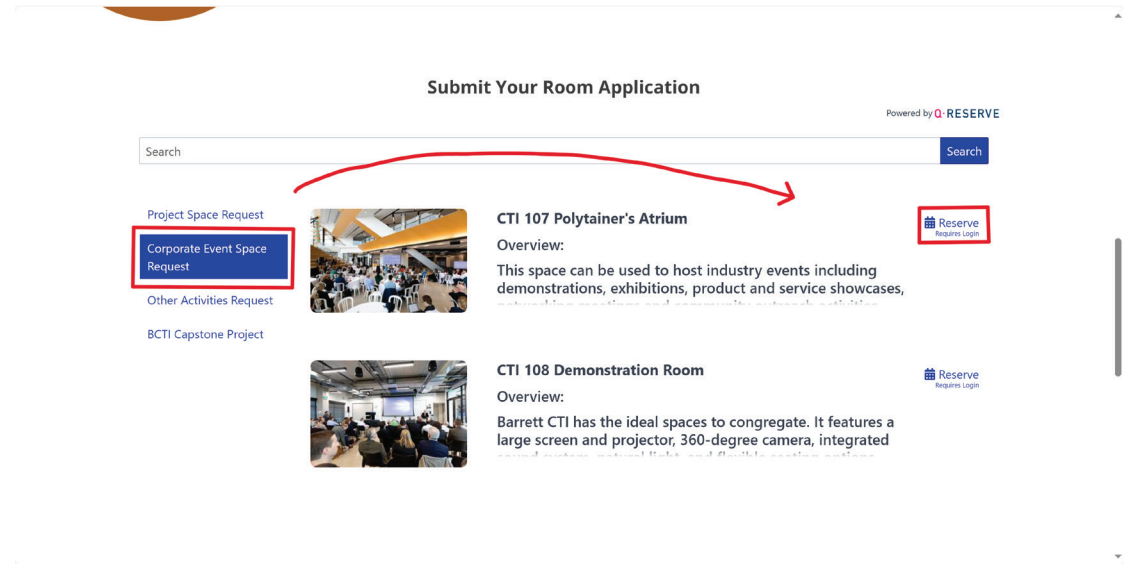
- a. Project Space Request
- b. Corporate Event Space Request

4.a **Project Space Request**, based on the audience and capacity of the space, select the option that suits you the best. Post which you can click on **“Reserve”** to proceed further.

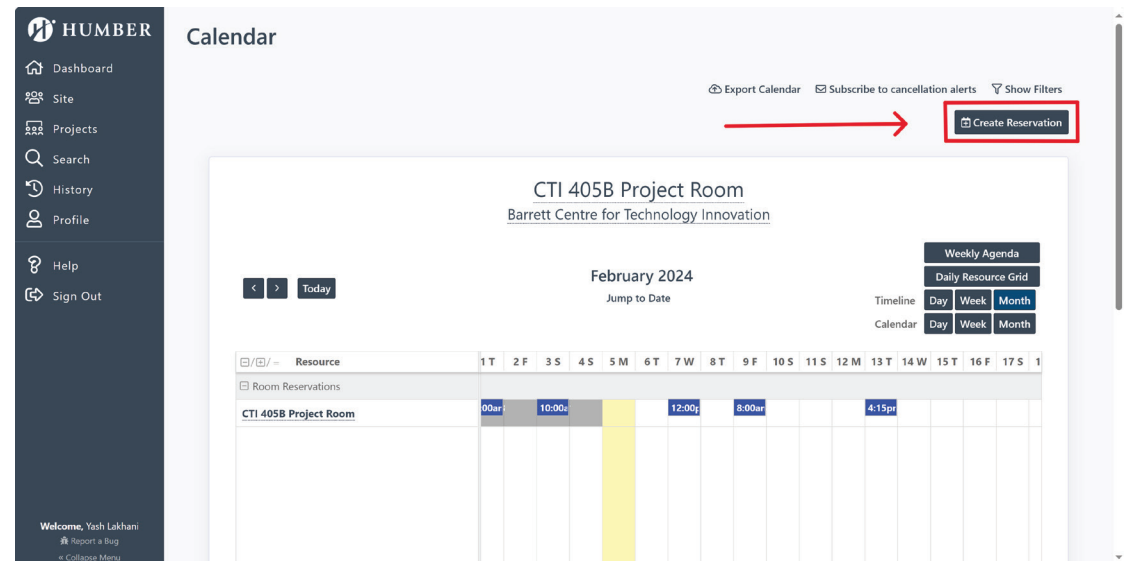


4.b Corporate Event Space Request, for a larger audience, navigate to Corporate Event Space Request option and select the options that best matches your requirement.

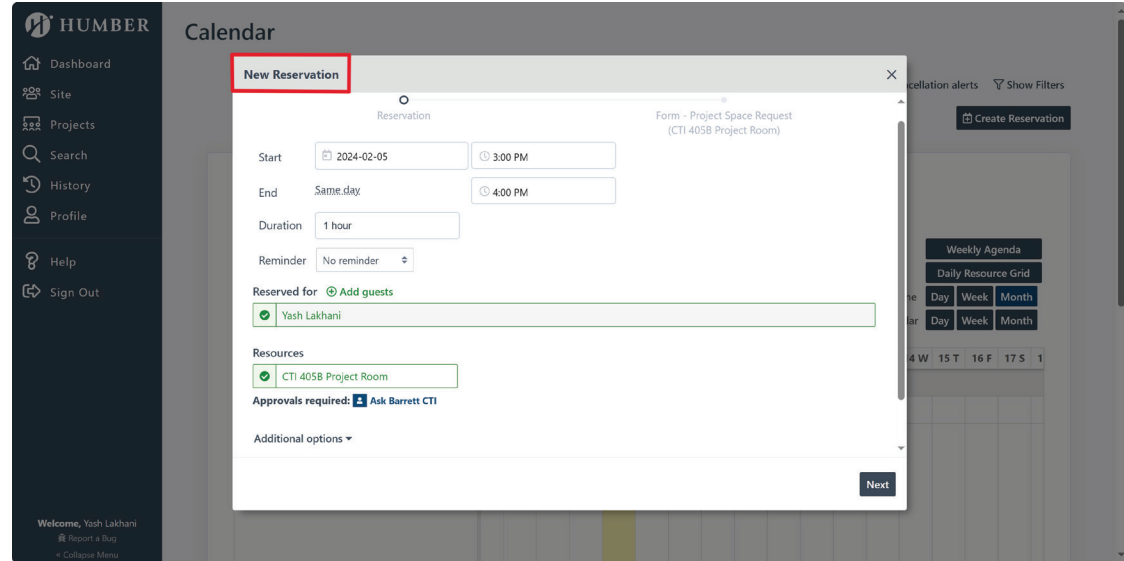
Please note: Steps 5 to 8 are same for all **Reserve Space** options (Project Space Request and Corporate Event Space Request)



5. Post clicking on **Reserve**, you will be navigated to the Calendar for the selected space. Here click on **Create Reservation**. You will be greeted with the New Reservation form.



6. Kindly select the appropriate date and time slot for the reservation and add the guest details.
Click on next to continue.



New Reservation

Reservation Form - Project Space Request (CTI 405B Project Room)

Start: 2024-02-05 3:00 PM

End: Same day 4:00 PM

Duration: 1 hour

Reminder: No reminder

Reserved for: [Add guests](#)

Yash Lakhani

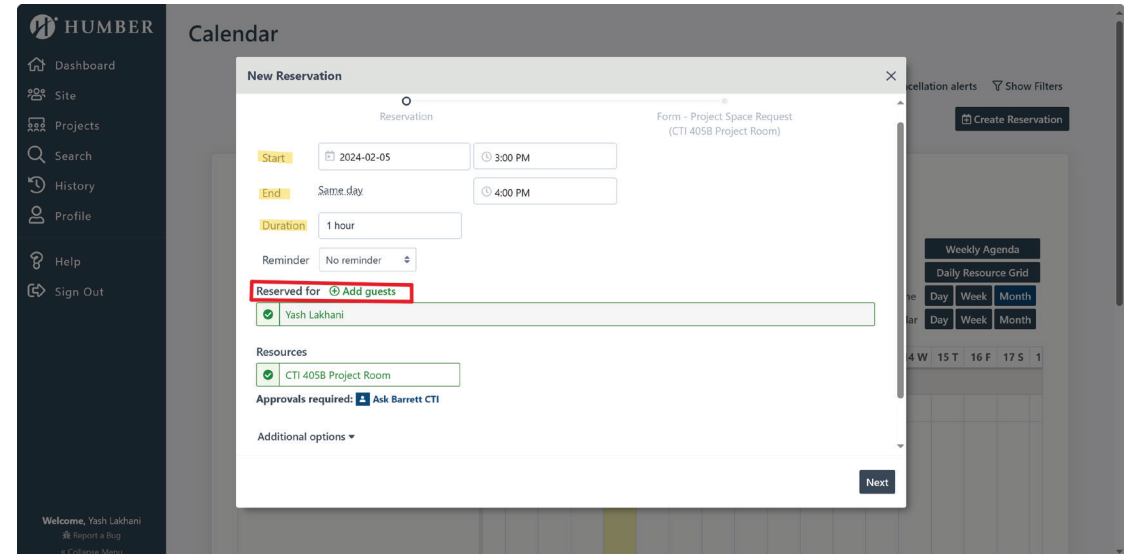
Resources: CTI 405B Project Room

Approvals required: [Ask Barrett CTI](#)

Additional options

Next

6. Kindly add all the mandatory details requested on the form. The data provided will be used to accept or decline the space reservation request.



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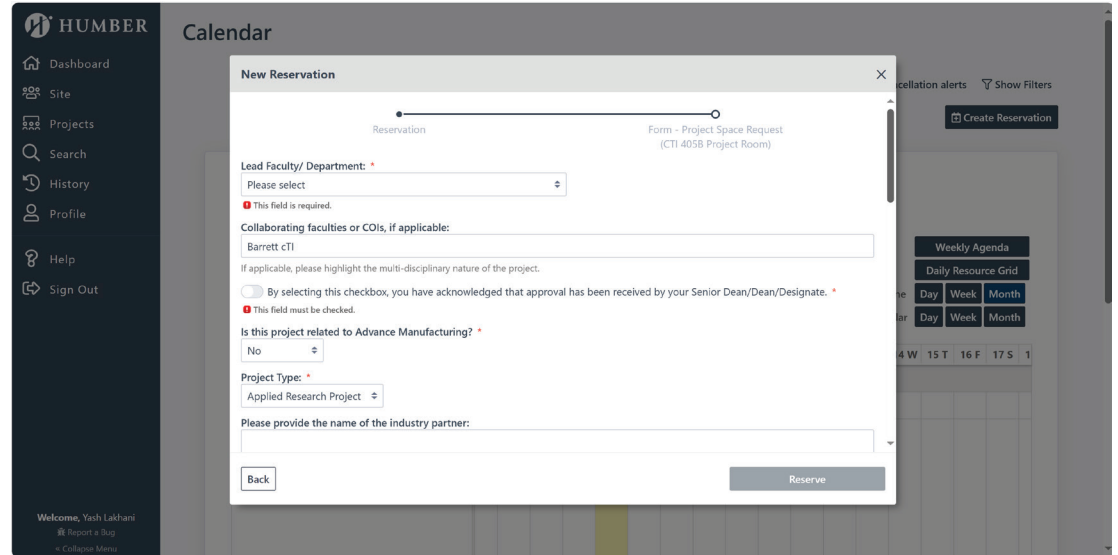
Resources: CTI 405B Project Room

Approvals required: [Ask Barrett CTI](#)

Additional options

Next

8. Once all the options are filled in correctly you can click the **Reserve** button to send your application. Once we receive the application you will receive an **email notification** with all the details.



The screenshot shows a web application interface for a calendar reservation. On the left is a dark sidebar with navigation links: Dashboard, Site, Projects, Search, History, Profile, Help, and Sign Out. At the bottom of the sidebar, it says "Welcome, Yash Lakhani" and includes links for "Report a Bug" and "Collaboration Menu". The main content area is titled "Calendar" and features a "New Reservation" modal form. The form has a progress bar at the top and a title "Form - Project Space Request (CTI 405B Project Room)". The form fields include: "Lead Faculty/ Department:" with a dropdown menu showing "Please select" and a red error message "This field is required."; "Collaborating faculties or COIs, if applicable:" with a text input field containing "Barrett cTI" and a note "If applicable, please highlight the multi-disciplinary nature of the project."; a checkbox labeled "By selecting this checkbox, you have acknowledged that approval has been received by your Senior Dean/Dean/Designate." which is currently unchecked and has a red error message "This field must be checked."; "Is this project related to Advance Manufacturing?" with a dropdown menu showing "No"; "Project Type:" with a dropdown menu showing "Applied Research Project"; and "Please provide the name of the industry partner:" with an empty text input field. At the bottom of the form are "Back" and "Reserve" buttons. In the background, a calendar grid is visible with a "Create Reservation" button and navigation options like "Weekly Agenda", "Daily Resource Grid", and "Day/Week/Month" views.