

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**.

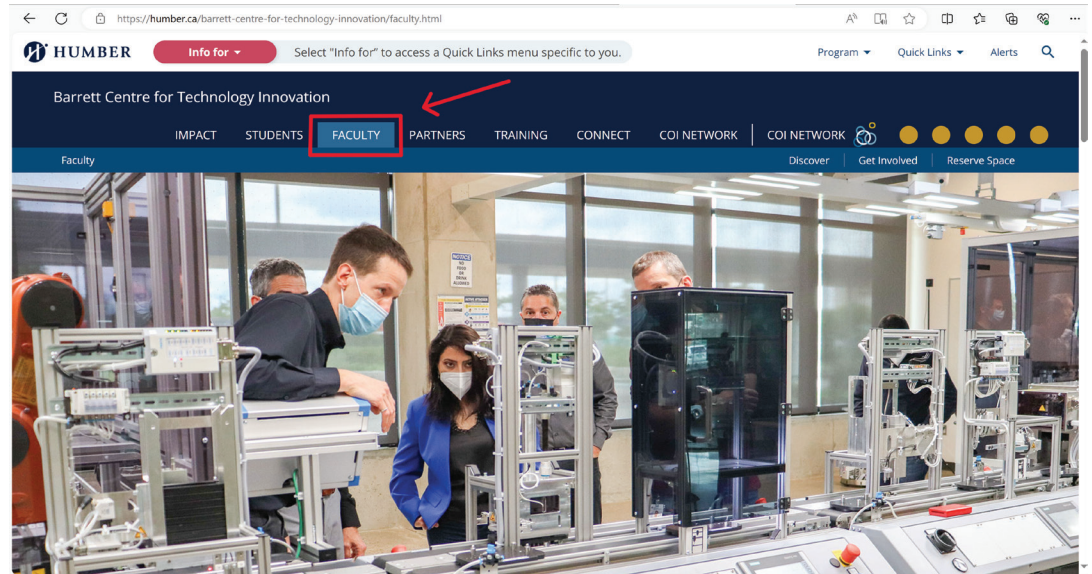
Procedure

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

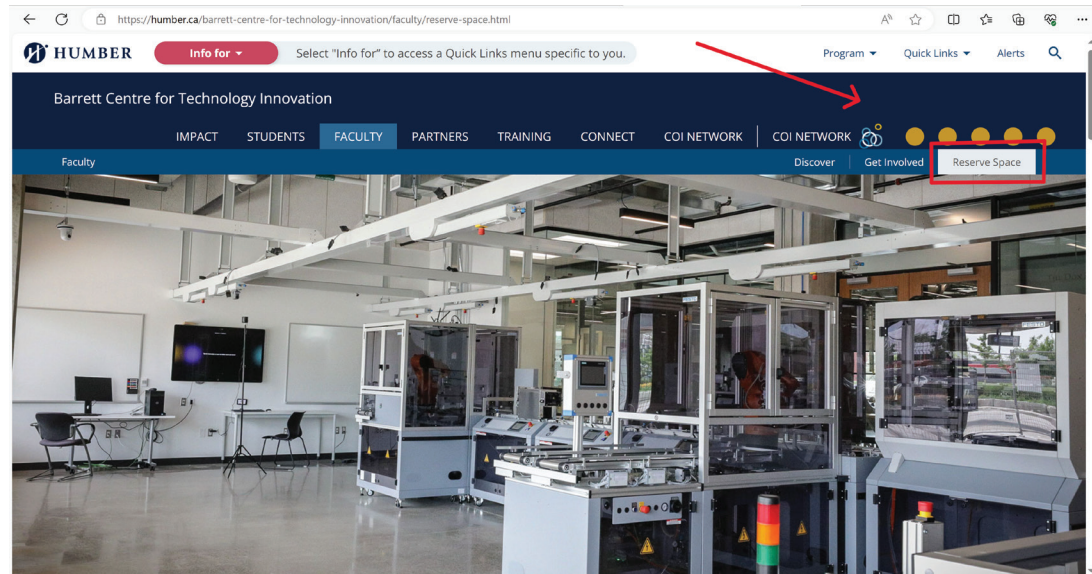
Step 1: Go to the Barrett CTI website.

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

Step 2: Navigate to the **Faculty** section.

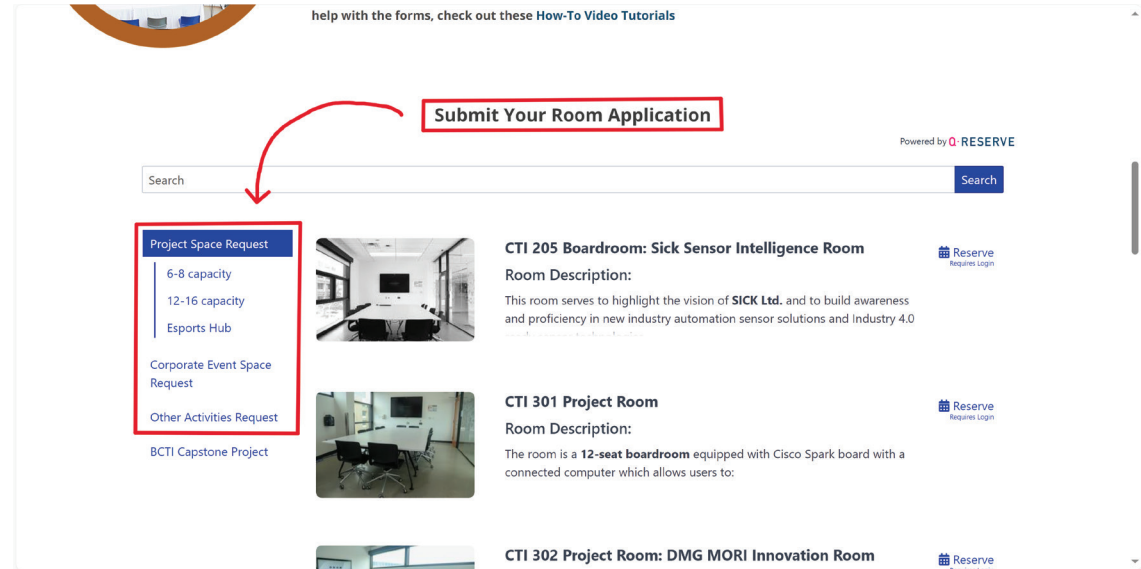


Step 3: Select "**Reserve Space**".



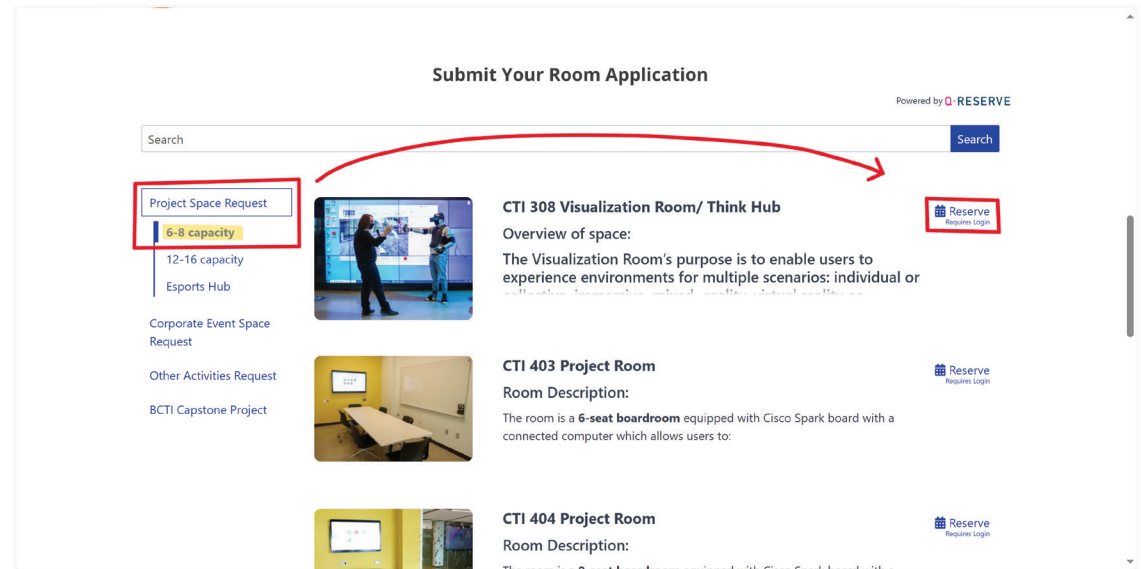
Step 4: On the right side of the screen, locate the menu options for:

- a) Inquiring about project space
- b) Booking corporate space for an event



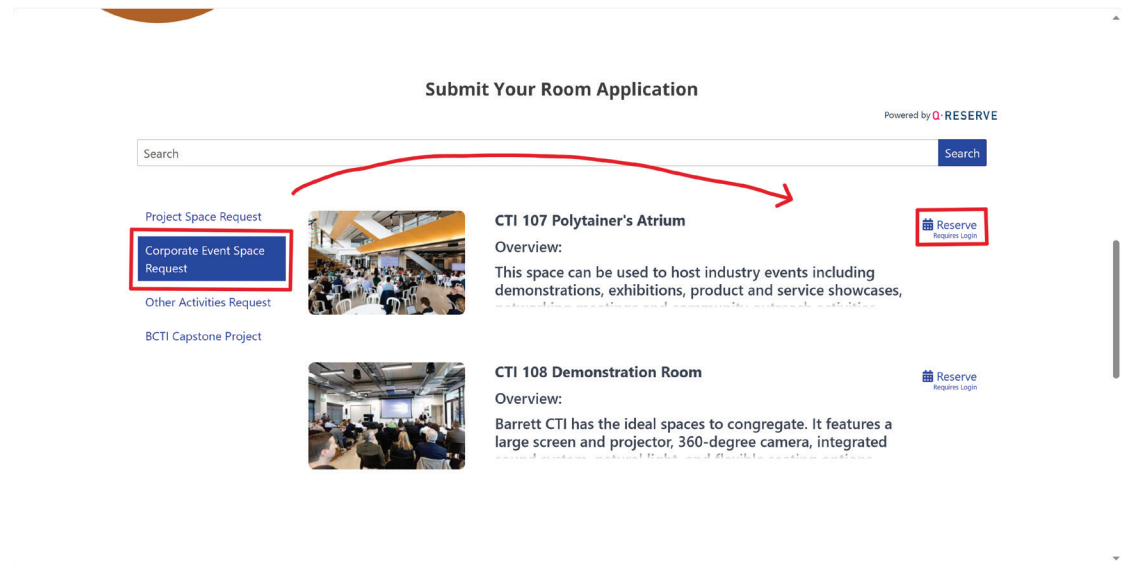
Step 5: For Project Space:

- a) Choose the room that suits your capacity needs.
- b) Click the **"Reserve"** button on the right side of the screen.

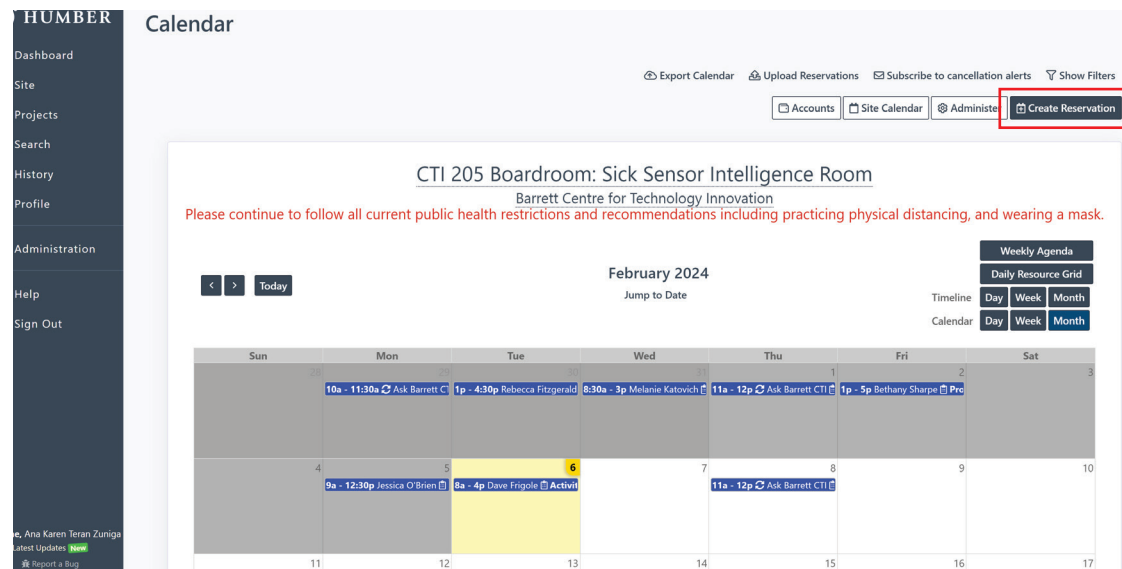


Step 6: For Corporate Event Space:

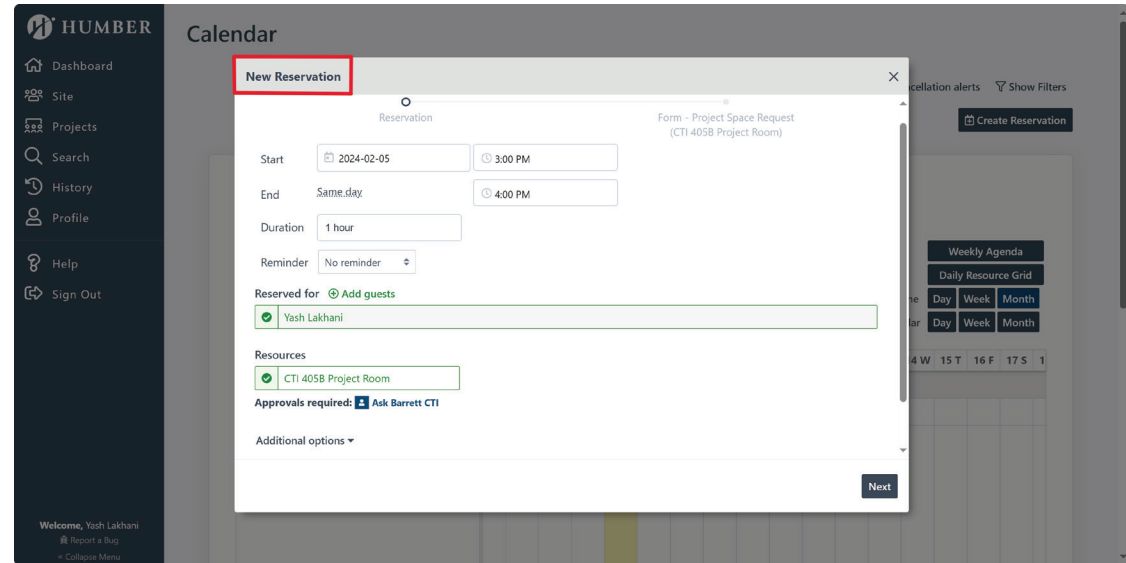
Click the **"Reserve"** button on the right side of the screen.



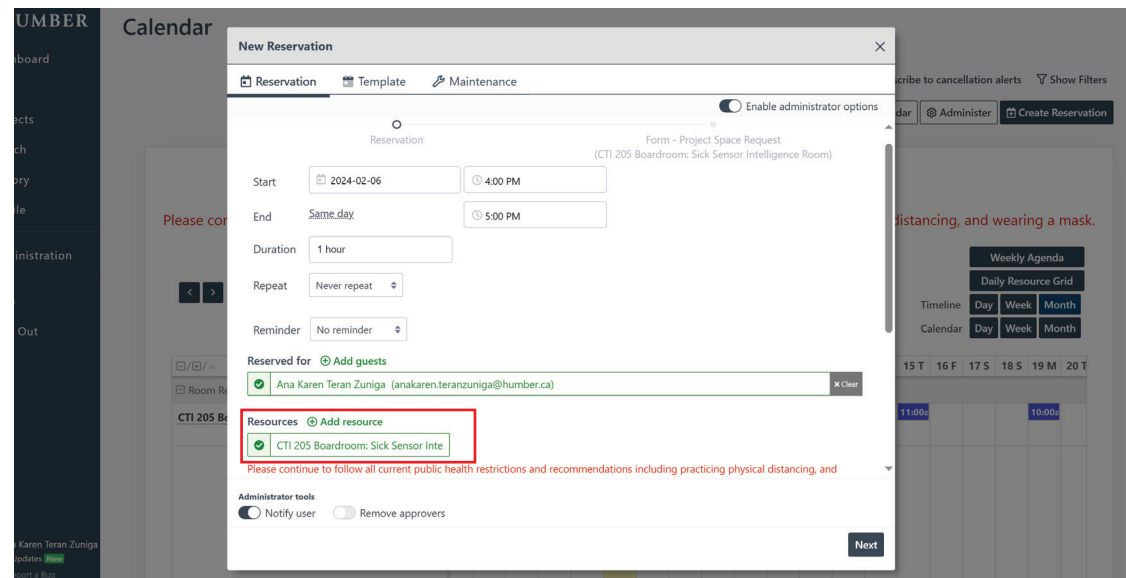
Step 7: On the next screen, click on "Create Reservation".



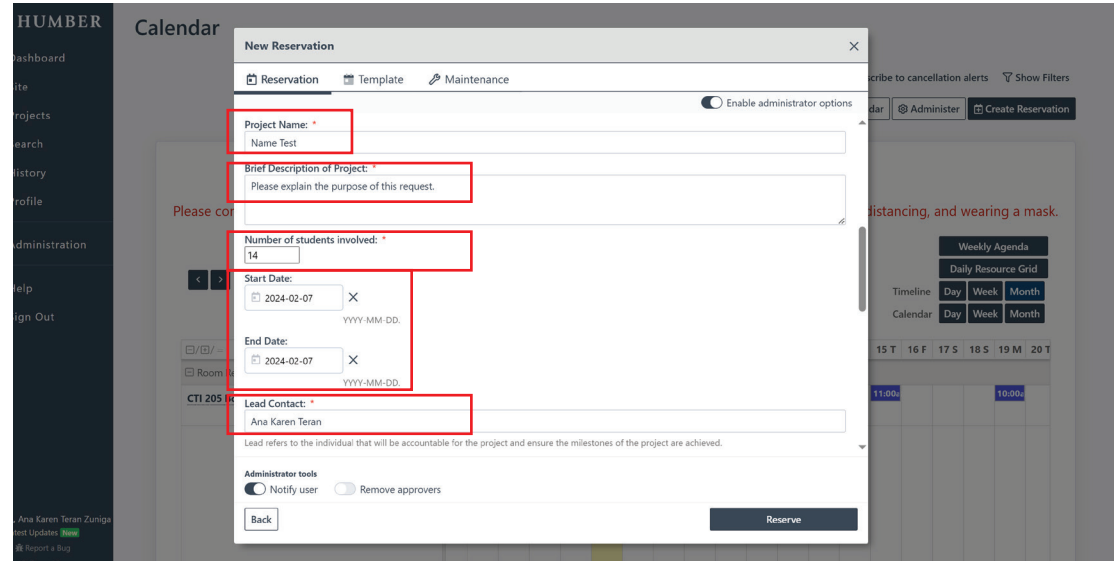
Step 8: Fill out all mandatory fields in the new reservation pop-up form.



Step 9: In the "Resources" field, select the appropriate room for your needs.

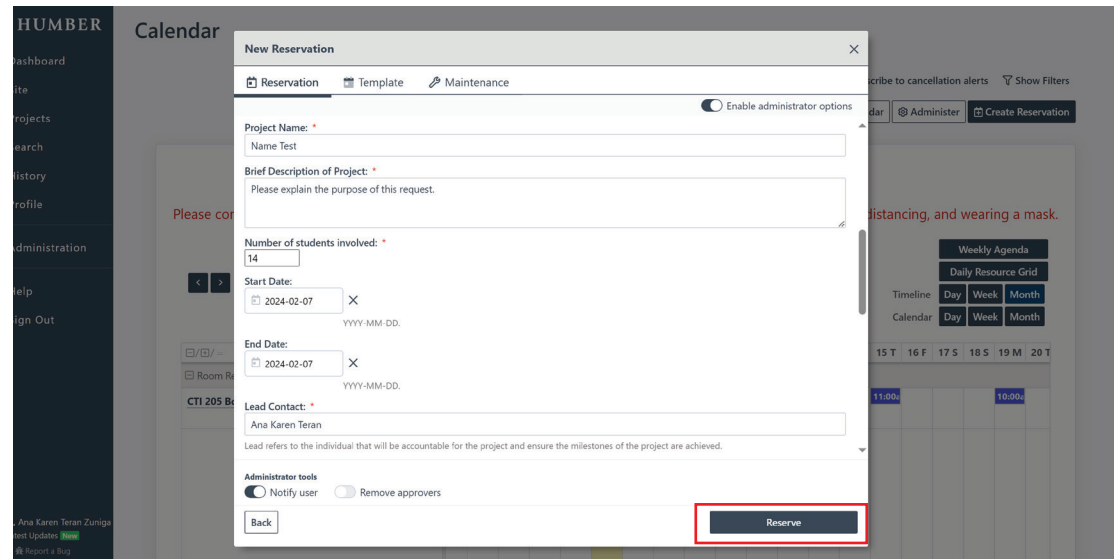


Step 10: Complete all relevant fields
for your reservation.



The screenshot shows the 'New Reservation' form in a web application. The form is titled 'New Reservation' and has a close button (X) in the top right corner. Below the title are three tabs: 'Reservation', 'Template', and 'Maintenance'. There is a toggle switch for 'Enable administrator options' which is currently turned off. The form contains several fields, each with a red box around it: 'Project Name' (with a sub-label 'Name Test'), 'Brief Description of Project' (with a sub-label 'Please explain the purpose of this request.'), 'Number of students involved' (with the value '14'), 'Start Date' (with a date picker showing '2024-02-07' and a sub-label 'YYYY-MM-DD'), 'End Date' (with a date picker showing '2024-02-07' and a sub-label 'YYYY-MM-DD'), and 'Lead Contact' (with the name 'Ana Karen Teran' and a sub-label 'Lead refers to the individual that will be accountable for the project and ensure the milestones of the project are achieved.'). Below these fields are 'Administrator tools' with two toggle switches: 'Notify user' (turned on) and 'Remove approvers' (turned off). At the bottom left is a 'Back' button and at the bottom right is a 'Reserve' button.

Step 11: Click on "Reserve".



This screenshot is identical to the one above, showing the 'New Reservation' form. The only difference is that the 'Reserve' button at the bottom right of the form is now highlighted with a red box, indicating the final step in the process.