Room Booking Info for SFU Meeting rooms- all campuses
(non FHS meeting rooms)

Aside from the cost of the room (if applicable), faculties/departments are responsible to pay for AV/technology, catering, etc.

Research Meeting & Events:

To book a room for research purposes, contact SFU Meeting & Events at: meet@sfu.ca or Tel: 778.782.5800.

More Info: http://www.sfu.ca/about/meeting-services.html

You may need to provide a research account code to cover any costs.

FHS Course, Programs or Student Related Meetings & Events:

To book a room for course or programs related purposes/events please contact FHS Education Programs staff.

FHS Administration/Faculty Meetings & Events:

To book a room for Administration related purposes/events please contact the Dean's Office staff. 1) Obtain approval for related costs from the Director Admin 2) Dean's Office staff will book the room.

Internal (SFU) Clients Rates Eligibility

All SFU departments are eligible for internal SFU rates, providing the meeting, conference or event adheres to the following criteria:

1. SFU faculty/staff develops the material presented;
2. the substance of the event is university business or reflects university ideals;
3. SFU faculty are principal guest speakers.

Costs for these services will be automatically debited to the internal department using a pre-determined departmental project number and standard university account codes.

University Sponsorship

Occasionally, external corporate, non-profit or community groups will work together with members of SFU faculty to co-develop programming. In such cases, MECS will consider charging the internal rates for facilities to support such programming. If internal sponsorship is requested, the Chair of the sponsoring department must sign a "Departmental Event Authorization" form, which ensures that the sponsoring department accepts all financial responsibility for the function. This authorization will also affirm that the event is University business. If an internal department is sponsoring a meeting or event, all details must be provided through the sponsoring department.

MECS is not responsible for making contact with external users who are using an internal department to sponsor their event and all charges must go through that department. Please note that if you are hosting an event on behalf of an external organization, you are responsible for issuing an invoice to them, and for collecting and remitting any applicable GST and PST. Should you have any questions regarding GST and PST collection, please feel free to contact SFU Financial Services directly.