RULES AND GUIDELINES ON THE USE/BOOKING OF THE SPACE

The Trottier Studio is open for:

- Faculty of Science Outreach Programs, Monday to Friday 8:30-2:30pm (includes set up and take down time), evenings and weekends, please contact sfuscienceoutreach@sfu.ca for booking
- Chemistry Department, Monday to Friday 2:30pm until building closing, please contact chemugin@sfu.ca, our Chemistry Department Undergraduate Secretary for booking

Use of Space.

- Food and beverages are not to be consumed inside the studio.
- Please keep the studio premises clean and free of litter. Please clear the entire space of all personal belongings after every use. All tables and surfaces are to be kept clean and dry.
- Due to safety considerations, the types of lab activities allowed in the lab space are limited. Dry experiments or ones using food or other safe household items are fine. These include food items that are used for in-class demonstrations. Other chemistry lab workshops, however, that involve the use of hazardous materials, should be booked into the first-year Chemistry labs.
- All materials used for any Chemistry-related demonstrations and activities should stay in the Chemical preparation room. All other materials and supplies should be kept in the food preparation room, with anything edible in one side of the kitchen, and everything else on the storage shelves, drawers and cabinets in properly labeled and organized bins.
Use of Equipment and Furniture.

- Adequate training is required for those who wish to use the AV equipment in the studio. Prior notice is required if the users intend to use the AV equipment for their event.
- There are equipment operating procedures and troubleshooting tips provided in the room. In case of any malfunction of any equipment, we request users not to attempt to repair any equipment on their own. Please contact IT support at 604-374-3607 for any immediate assistance.
- Please avoid touching the screens and walls unnecessarily. The protector screens are to be kept down at all times.
- Keep all equipment, sockets and/or cables in their original locations.
- At the end of the session, all furniture (tables, chairs, shelves, etc.) moved during the course of an activity must be returned to their original configuration as illustrated on the wall.
- All tables should be kept flat and horizontal, not in their folded vertical position. As a safety precaution, tables should not be folded and wheeled. No table surfaces should be touching the screen or any of the walls. Please refer to the furniture configuration posted on the wall for reference.
- Chairs not in use may be stacked up and kept in the corner next to the video collaboration screen on the east wall at the back of the room. Please refer to the configuration provided.

Entry/Exit.

- Only those authorized to use the space will be given physical key access to the main door of the studio, as well as access to locked cabinets and AV equipment. Access to physical keys may be coordinated through the Chemistry office.
- The door code is changed at the beginning of each term and is provided only to authorized users.
- Keys to the teaching cabinets and AV rack are kept in the lock box, whose code is provided only to authorized users.
- After each session, please ensure that the entire space is cleaned, all cabinets are properly locked, all furniture and equipment are returned to their original set-up, all lights and equipment turned off, and doors are securely closed and locked. All supplies used should be returned to their proper location, labeled and secured appropriately.

Person Responsible.

The person booking the room or organizing the event is held responsible for making sure that all these rules and guidelines are adhered to.
Contact.

For all outreach-related concerns or questions about the use/booking of the room, please contact sfuscienceoutreach@sfu.ca

Any studio-related concerns that are not outreach-related should be directed to the Chemistry office.