Guiding Principles

Simon Fraser University, MECS utilizes campus facilities to create goodwill towards the university through support of educational programs and community engagement. The goal is to provide efficient and reliable service to students, staff, faculty and external users who plan meetings, events and conferences on campus, while also generating revenue from external users in support of university programs and other initiatives.

Mission Statement
To provide an environment that enables participants to achieve the most productive meeting experience and outcome possible in order to enhance the university image and support community engagement.

Goals
- One-stop shop for all event and conference needs including facilities set ups, audio visual, catering services and external rentals.
- To maintain an efficient service model that allows internal and external groups and individuals access to SFU space and services.
- To facilitate the relationship between service departments and the academic community in the planning and execution of events
- To ensure a level of quality and professionalism that represents the university’s standard of excellence.
- To maximize the use of campus resources and thereby create a revenue stream which will pay for improved service levels and improved campus amenities

Event Definitions
MECS offers an internal rate for all departments wishing to run university programs, conferences, classes or seminars. Rooms at no charge are available, provided certain criteria are met.

Internal No Charge Criteria
[1] the booking is for a departmental meeting, or;
[2] the booking is a university-organized event where:
   a) the event is free [no fees, grants or funding will be received by the department]
   b) the event is for one day only and using one room only
[3] the booking is not made in any of the rooms that have costs associated with their use, such as, flexible spaces and large theatres, irrespective of whether the proposed event is free or a university-sponsored event.
[4] the booking department is responsible for all catering and labour related costs which must be facilitated through MECS.
Internal Rate Criteria [65% of published rate]
[1] if the booking does not meet the ‘no charge’ criteria above, than there will be an internal rate applied when:
   a) the event charges a fee
   b) the event is for more than one day, or for more than one room
[2] the booking is in any of the rooms that have costs associated with their use
[3] Department representative must be responsible for organizing the event and be present at the event.
[4] All costs will be billed directly to the sponsoring department; there is no third party billing available for internal events.

External Rate Criteria [published rates]
[1] the booking is presented by a non-university group and attendees consist of external guests
[2] the booking pays full rental fees for all services provided
[3] the booking may not use SFU in its name or for any other reason except to identify the location of the event

Catering
- All catering on campus must be ordered through MECS.
- Each campus has an exclusive contract with food service providers to meet the needs of the community.
  [1] Burnaby Campus – Chartwells, which includes, Impressions, DAC, Tim Hortons, and White Spot
     – Highland Pub
  [2] Vancouver Campus
     a) Habour Centre, Segal Building and Woodwards – Out To Lunch Catering
     b) Centre for Dialogue – Delta Vancouver Suites Hotel

Fee Waivers
[1] all requests for fee waivers must be signed and approved by the Vice President, Finance and Administration/Vice President Academic (or their designate) at least 30 days prior to the event.
[2] booking department is responsible for all catering and labour related costs which must be facilitated through MECS
[3] a department representative must be responsible for organizing the event and be present at the event
Request to Waive Rental Fees *

Please Print

Today’s Date: ______________________ Name of Event: _______________________________________

Name of Co-Sponsor Representative: ____________________________ Phone: ____________________

Date of Event: _______________________________________ Time of Event: _______________________

Location of Event: __________________________________________________________________________

Organization Agreeing to Co-Sponsor: __________________________________________________________________

Name of University Representative: __________________________________________________________________

Please explain how University will benefit by waiving the rental for this event.

What will be the involvement of co-sponsoring group?

In order for a non-university group to qualify for co-sponsoring, the group or individual must directly benefit the University, and the activity of the group or individual must directly relate to the sponsoring department.

The sponsor of representative of the co-sponsoring department must be present at the time of the function. The MECS office has final approval over all aspects of the event and will work directly with a single point of contact from the participating organization throughout the event planning process. All co-sponsor functions must comply with the rules and regulations governing the University. Any program or written materials connected with or advertising a co-sponsored event will indicate that the event is co-sponsored by SFU.

_________________________________________     _________________________
Person requesting rental fees be waived       Date

________________________________________      _________________________
Signature of appropriate Vice-President       Date

For MECS Use Only

Approved □   Not Approved □   Date _____________

Notification of decision made to the University Co-Sponsor: ___________________________

* This form must be returned to MECS office within 10 days after your request for conference center space.