Proposal for SFU CSIL Lab Use

Computing Science Student Society

# Preamble

The Computing Science Instructional Labs(CSIL) are primarily intended for academic use related to CMPT courses. The School of Computing Science (CS) recognizes the value that CMPT students place on holding some recreational gaming events in CSIL. Since demand for these events is high, CS has asked the Computer Science Student Society (CSSS) to review all SFSS club’s requests to use CSIL and forward on those valued by CMPT students for consideration by CS.

# Purpose

The purpose of this document is to provide a standardized application process for all SFU clubs and students. Please fill out this application as specified, and submit to email [csss-exec@sfu.ca](mailto:csss-exec@sfu.ca) with title “CLUB NAME – CSIL Lab Proposal”.

# Responsibilities

By submitting this proposal, you agree that you will be held responsible for the validity of the information provided. If information is found to be intentionally false, the CSSS reserves the right to deny all future proposals. You are responsible, as the person submitting this proposal, for all damages or accidents generated during the event, or caused by the event. This includes, but is not limited to damages to: electronic equipment, AV equipment, CSIL lab equipment, CSIL lab furniture, and all properties owned by the Simon Fraser University that was either present during the event or was lent to you. You acknowledge and agree to uphold all relevant CSIL Lab rules set forth by the SFU School of Computing Science, and you are responsible for enforcing these rules on your participants.

Lastly, you acknowledge that all proposals are subject to room availability and the approval of the CSSS and/or SFU School of Computing Science. Consequently, additional conditions or restrictions may be added at any time prior to the approval of your application.

# General Rules

1. All event proposals must be submitted 3 weeks in advance to allow parties to plan
2. All events must leave at least one 30 seat space in CSIL unused and available for CMPT students
3. All booking requests must be submitted to a current CSSS executive member
4. It is strongly recommended that clubs hire onsite security from SFU Security, the funds of which must be covered by the organizers
5. Entry fees should not be a barrier to entry for typical CS students
6. Prizes/awards must be a modest size, no high stakes gambling prizes
7. Software installs or updates must be made well in advance, there is no promise that any given software request will be completed in time for the event and we may refuse some requests if they are not safe, compatible with our systems or create excessive work
8. Use common sense, adhere to the usual CSIL rules, rules imposed by SFSS, SFU, and legal code

# Required Information

**Date of Event:** eg. Wednesday, January 01, 2017

**Time of Event:** eg. 3PM – 6PM PST

**Purpose of Event:** Short description of why you are hosting this event

**Room Requested:** eg. CSIL Lab 9700. List all rooms that you are requesting, separated by commas

**Expected Attendance:** eg. 100

**Will your event be attended by only SFU students?** Yes No

**If you answered No above, please list all Universities/Companies that your attendees will be participating from:** eg. UBC, Langara, etc

**Will there be an entrance fee? If so, indicate the ticket price(s):** eg. $5 for observing, $10 for participation

**If there will be an entrance fee, please indicate how the acquired fee will be spent:**

Eg. 40% of entrance fee will be spent on raffles, 60% will be spent on refreshments

**Do you hereby understand, and will guarantee that your club will not be attempting to turn a profit from this event?**  Yes No

**Please list all equipment/setup you require from the SFU School of Computing Science:**

Eg. Update of relevant games, setup of AV equipment, installation of specific software

**Please check off one of the following, and fill in its subsequent field(s). This event is:**

Hosted by an official SFSS club with a SFSS membership

Name of club: Eg. SFU Dota 2 club

An official function of a SFU department, with a faculty or staff sponsor

Name of faculty: Eg. Faculty of Applied Sciences  
 Name of staff sponsor: Eg. John Smith

Booked through SFU meeting and Event Services

**Have you read, and agree to all responsibilities and liabilities listed under the Responsibilities section?**

Yes No

**Please provide your contact information as the person responsible for this event:**

Name:

Eg. John Smith

Student ID:

Eg. 301234939

Phone number (for emergency contact):

Eg. 604-111-1234

# End

This concludes the CSSS CSIL room proposal. Please submit it to the CSSS via the email above, we will try our best to respond to you within 1 business day.

Document last amended on: 2017/03/18