



SEIB Space Use Policy

1. Space Booking

Space is eligible to be booked during the academic year (Sep 1 – Apr 30) for events run by or partnered with MIFE or other entrepreneurial related events/activities run by other campus organizations, at the discretion of MIFE staff.

During the summer months (May 1 – Aug 31), non-entrepreneurship related events and non-campus organizations are also eligible to book the space, at the discretion of MIFE staff.

2. Space Details

Each space has limitations as follows:

a) Collaboration Space – Capacity 60 seated; 100 standing

This is the main event space that can accommodate a variety of events. A/V equipment includes a projector and screen as well as microphones. The large digital screen is not to be used for events and must remain on. The space can be closed off for private events. The space includes 16 black, rectangular tables and 60 black chairs which are on wheels and can be configured freely.

b) Collision Space/Café

The Collision Space cannot be booked as it is intended to remain open as co-working space for students. This space is also seating for the café and therefore cannot be closed or blocked off. Wooden furniture from the Collision Space cannot be brought over to the Collaboration Space.

c) Classrooms – Capacity 50 seated

The priority for the classrooms is the Western Certificate in Entrepreneurship courses. Once the schedule for these classes is set each term, additional uses of the classroom can be booked following the details above. A/V is available through TVs using a wireless connection (Creston/Air Media).



d) Breakout Rooms

The breakout rooms are intended for students working on entrepreneurial endeavors who need a space for group meetings or work. Breakout room capacity varies from 6-12 depending on the room. The breakout rooms are not meant for independent/quiet workspace. They can be booked for a maximum 1-hour time slot. General work is encouraged to occur in the first floor Collision/Collaboration spaces.

During the academic year, the following groups are eligible to book the breakout rooms:

- Founders
- NVP Teams (Ivey and Western)
- Entrepreneurship Certificate Students (Ivey and Western)
- Advisory clients working with MIFE Advisors
- MIFE Program Participants and Teams
- Entrepreneurship Student Clubs
- Maker Space Student Leaders

e) Maker Spaces

The two maker spaces cannot be booked as event space. They are intended to be operating with regular shop hours that are open to all students.

3. Hours of Operation

SEIB is open daily from 7am-9pm. Spaces are available to be booked from 9am-9pm Mon-Fri and 9am-9pm on Sat and Sun pending MIFE staff or intern availability.

4. Additional Equipment and Furniture

The following equipment and furniture can be requested for use in the space:

- Whiteboards, markers and erasers
- Handheld microphones (x2)
- Lapel microphones (x2)
- Additional garbage cans



5. Fees

There are no fees to rent/book entrepreneurship space in SEIB. Events that may require additional caretaking, security or moving services may be charged a fee for those services.

6. Code of Conduct

Any group that books entrepreneurship space within SEIB agrees to the following:

- To abide by all University policies and regulations including the Student Code of Conduct
- To only use the space for the purpose stated at the time of booking
- To maintain the cleanliness of the space, dispose of all garbage, and return furniture to the standard layout. Please remove any supplies, decorations, food etc that has been brought in for the event.
- In accordance with Western Policies, nothing can be posted on walls, glass, windows or doors within SEIB
- That the University or MIFE is not responsible for any damages or loss of any belongings while using the space. If damages occurred, the individual/group booking the space may be held responsible and be required to cover any expenses
- Furniture or decor (stage, black screens, plants etc) are not to be used
- The black ropes located in front of the digital screen in the Collaboration Space are not to be moved and any furniture or signs should not be set up in close proximity to the screen