

Student Group _____

Office Number _____

General Guidelines

1. Only officially recognized clubs, services, and York University departments may book rooms, tables and/or equipment with the York University Student Centre (YUSC). Outside organizations will be required to pay a fee for the use of any rooms, tables and/or equipment.
2. Rooms, tables and equipment at the YUSC are booked on a month-to-month basis.
3. The deadline for advanced consideration for bookings for each month is the third Friday of the preceding month. Completed booking forms should be submitted to the YUSC office no later than 5:00 pm that day. Please note: submitting the form does not guarantee your booking; it does, however, give you the best chance for space availability.
4. After the schedule is set for the month, groups can book rooms, tables and equipment for that month on a drop-in basis. Booking requests should be submitted during office hours and at least 24 hours in advance. In the case of weekend bookings, requests should be submitted no later than 5:00 pm on the preceding Thursday. (Example: If the room is to be booked on Saturday, submit your Booking Form to the YUSC Office before 5:00 pm on Thursday)
5. When you fail to cancel your booking in a timely manner, another student group might have been declined booking space which could have been available to them. Please be courteous. If you need to cancel your booking, please inform the YUSC Office at least 24 hours in advance by calling 416.736.5658, or send an email to reception@yorkstudentcentre.com.
6. The booking is considered canceled if the assigned student group representatives fail to sign out requested room/table/equipment in one hour following the booking start time.
7. From time to time, it may be necessary for the YUSC Office to change or reassign your booking. Every effort will be made to suggest an alternative. We will provide affected student groups with as much advance notice as possible.
8. To streamline the process, student groups should designate one or two executive members to book rooms, tables and equipment at the YUSC.
9. A \$20.00 booking deposit is mandatory for all room, table and equipment bookings. Deposits can be made by cheque only. Deposits will be kept on file for the entire academic year providing there are no violations. Please note: it is the student group's responsibility to provide the YUSC with a new deposit cheque at the beginning of each academic year.
10. **Failure to cancel your booking in a timely manner, any damage, messes and/or failure to return room keys/tables/equipment on time will result in the immediate suspension of all booking privileges and loss of some or all of the \$20.00 booking deposit.**

Guidelines Specific to Booking Rooms at the YUSC

- The YUSC meeting rooms are located on the 3rd floor of the building and are available to all recognized student groups for meeting and gathering of various types. There are six rooms available for booking:

Room 307: This common room is perfect for casual meetings that can hold up to 40 students and is equipped with leather chairs, TV equipment, balcony and a kitchenette.

Room 311B, 311C, 315C: These boardrooms are equipped with flexible furniture that can be rearranged to suit your needs. These rooms can comfortably host executive meetings and seminars for up to 15 people.

Room 313: Equipped with flexible furniture, projector screen and a large floor space, this council room is perfect for hosting formal meetings and seminars. The room can comfortably hold up to 35 students.

Room 321: This common room is perfect for small-scale casual meetings that can hold up to 30 students and is equipped with flexible furniture that can be rearranged to suit your needs.
- All room bookings and picking up of room keys must be made in person and during regular YUSC office hours. Should a booking fall into an evening slot when the YUSC office is closed, the student group must return the room key in a pre-provided envelope by slipping it under the YUSC office door.
- Student groups are permitted to change the layout of the furniture in the rooms for the duration of their booking as long as the furniture is not removed from the room and the room is returned to the default setting at the conclusion of the booking. Floor plans are posted in all rooms for your reference.
- Please remember to remove or place in bins any garbage or materials that your association has brought/used for your booking.
- Alcoholic beverages must be provided by the Underground as per the York University Student Centre alcohol policy and liquor license and must be arranged 10 days prior to the booking. Failure to comply will result in immediate suspension of booking privileges.
- Failure to cancel your booking in a timely manner, any damage, messes and/or failure to return room keys/tables/equipment on time will result in the immediate suspension of all booking privileges and loss of some or all of the \$20.00 booking deposit.**

Guidelines Specific to Booking Tables at the YUSC

- YUSC has a total of two tables available per day. A maximum of two chairs per table will be signed out to clubs, if available.
- The two tables can be booked for workdays only, and for a predefined time slot of 10:00 am to 4:00 pm.
- Student groups can only book two table spaces per week.
- The tables must be set up on either side of the south entrance to the YUSC building. Student groups are responsible for ensuring that the table is placed lengthways at the designated tabling area. No tables/displays may be placed along the south windows of the colonnade, nor may they be placed in such a way as to block exits along the colonnade.
- All information is to be displayed on the table only (there can be no displays beside, behind or in front of the table). However, banners/posters not extending beyond the width of the table may be taped to the table with masking tape. All banners/posters must be removed upon return of the table to the YUSC office.
- Student groups shall not disseminate any information which can be reasonably construed as sexist, racist, homophobic, or any information which promotes hatred towards any group or individuals. If complaints are received, the YUSC office shall attempt to mediate the issue and seek an agreeable resolution. Failing such agreement, the YUSC shall make the decision it deems appropriate, given the circumstances.

Booking Agreement 2009–2010 Rooms, Tables, Equipment

7. *Student groups wishing to book a table for the purpose of organizing a bake sale must ensure the YUSC Guidelines for Bake Sales are followed and adhered to at all times.*
8. *Music or sound amplification of any kind is strictly prohibited.*
9. *Failure to cancel your booking in a timely manner, or any damage, messes and/or failure to return room keys/tables/equipment on time will result in the immediate suspension of all booking privileges and loss of some or all of the \$20.00 booking deposit.*

Guidelines Specific to Booking Equipment at the YUSC

1. *The following YUSC equipment is available for student group use:*
 - »» *TV/VCR/DVD set*
 - »» *VCR/DVD set*
 - »» *Projector*
 - »» *Projector Screen*
 - »» *Overhead Slide Player*
 - »» *Dollies*
 - »» *Flipcharts*
2. *The projector, projector screen and overhead slide player can be booked for workdays only, and for a predefined time slot of 10:00 am to 4:00 pm. The rest of the equipment can be booked for any day and any time.*
3. *The student group must return the equipment to the YUSC office at the end of their booking. Should a booking fall into an evening slot when the YUSC office is closed, the student group must lock the equipment in the room it has been using. A YUSC office staff person will retrieve the equipment the next morning and sign it back in.*
4. *Under no circumstances can the YUSC equipment be removed from the York University Student Centre building.*
5. ***Failure to cancel your booking in a timely manner, any damage, messes and/or failure to return room keys/tables/equipment on time will result in the immediate suspension of all booking privileges and loss of some or all of the \$20.00 deposit.***

We certify that we are duly elected signing officers and have read this agreement and agree to be bound to all the terms and conditions, therein contained.

Dated _____

Primary Signing Authority _____

Signature _____

Title _____

Mobile Phone _____

Email _____

Student Number _____

Dated _____

Secondary Signing Authority _____

Signature _____

Title _____

Mobile Phone _____

Email _____

Student Number _____