



YORK UNIVERSITY
S T U D E N T
C E N T R E

POLICIES AND PROCEDURES

SECTION TITLE: OPERATIONS	SECTION REFERENCE: OP
POLICY TITLE: ROOM BOOKING AND EQUIPMENT	POLICY NUMBER: OP-008

POLICY STATEMENT: YUSC PROVIDES WITHOUT CHARGE, MEETING FACILITIES TO RECOGNIZED UNIVERSITY CLUBS AND DEPARTMENTS. IF SPACE ALLOWS WILL ALLOW OFF CAMPUS GROUPS ON A FEE-PAYING BASIS TO BOOK ROOMS.

PURPOSE: To ensure fair accessibility for officially recognized services, clubs, departments and external organizations of the YUSC Alumni conference Centre, while also ensuring space is available for YUSC events and activities.

1. General

1. Only officially recognized clubs and university departments may book rooms and/or audio/visual equipment at YUSC without charge. Outside organizations will be required to pay a rental fee for the use of any meeting rooms and/or equipment.
2. All room and/or audio/visual equipment bookings must be done in person by having the Club's Signing Authority fill out and return to YUSC a room booking request form. Rooms will be allocated on a month to month basis. On the third Monday of every month, room booking request forms are due for the upcoming month. The YUSC will review all requests submitted by the due date in order to allocate space equitably. Confirmation of bookings will be sent out on Thursday of that week. Once the Monthly schedule is set, clubs may request to book rooms on a as need basis for that month, at YUSC's discretion.
3. It should be noted that room 307 is not a regular meeting room and is designed for special events only. Therefore, clubs will be eligible to use it **only once per month**. If you club has a special circumstance requiring the use of 307 more then once for a particular month, a special request form must be filled out and returned to YUSC.
4. Only **one** organization may book a room after 5:00 pm, or on weekends.
5. The sponsoring organization is responsible for any loss or damage to the facilities and or equipment while in their use, and for any cleaning requirements resulting from their use of the space. Any such costs will be charged to the sponsoring organization or individual.
6. Alcoholic beverages **must** be provided by the Underground as per the YUSC's catering policy and liquor license.

3. Procedure

1. Room Bookings must be done in person and only by the registered signing authorities as laid out in the Student Affairs Registry for that current academic year.
2. Booking requests forms must be completed and return to YUSC reception Staff. Please note filling out a request form does not guarantee a booking.
3. Organizations are **required** to leave a \$20.00 refundable security deposit upon pick up of all conference room keys. Rooms are to be left in the same condition that they were found and will be inspected by YUSC staff and the sponsoring organization at the conclusion of each booking. If the room and equipment are determined to be in satisfactory condition by YUSC staff, the \$20.00 security deposit will be refunded in full upon the return of the conference room key.
4. Any damages, messes, misplaced furniture or extra ordinary cleaning expenses will result in the loss of part or all of the security deposit. If such expenses totals more then \$20.00, the organization will be invoiced for the balance of the charges. All Future booking privileges will be suspended at YUSC until the invoice is paid in full. If the Organization is invoiced more then three times per academic year, all privileges at YUSC will be suspended for the remainder of that academic year and may result in the loss of club office space at YUSC.
5. Keys **MUST** be returned to YUSC immediately following each booking to YUSC. Failure to do so will result in the loss of your \$20.00 deposit.
6. YUSC charges \$10.00 in additional to the amount invoiced for all NSF returned cheques by the bank.
7. One key tag **MUST** be handed into the York University Student Centre upon pick-up of each conference room key and/or A/V equipment. The key tag will be returned to the club upon their return of the conference room key and/or A/V equipment. No keys or equipment (TV & VCR, overhead projector, or flipchart) will be given out without a key tag. Signing authorities understand that the key tags remain their responsibility and under their control.
8. When signing out the TV/VCR, overhead projector, and/or flipchart signing authorities must leave one piece of Identification. (e.g. York Card, Driver Licenses, Health Card). The Identification card will be returned upon the return of the equipment in good condition. If the equipment is lost or damaged, YUSC will retain the Identification card until the replacement/damage fee is paid in full.
9. All room keys must be picked up during regular office hours, Monday – Friday 9:00 am to 5:00 pm in office 335 of the Student Centre.
10. Rooms that are booked after 5:00pm or on the weekend will be inspected on the next business day by YUSC staff. At this time associations may pick up their key tags and security deposit. Organization will be provided with a key return envelope which is return under the door of the YUSC main office immediately following their booking. If the key is not returned to YUSC by the 9:00am the next business day, a \$20.00 late fee will be charged.

Contact Person (title):	
Cross-Manual Reference:	
Monitoring Tools:	
Relevant Forms:	

Board Approval Date:	
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Review Dates:	
Revised Date(s):	