

Room Usage Policy for YUGSA Conference Room

Updated August 2018

The room booking form must be submitted a minimum of ten (10) working days in advance of your event.

Terms and conditions:

- **You may not leave our space unattended at any time during your booking.**
This rule applies to events that are scheduled outside of our office hours. A representative (host) of your organization must be present **at all times** during your space booking/event.
- Access to the Executive Boardroom is **prohibited**.
- Access to the lower floor of our office is **prohibited** outside of our Monday-Friday; 10 a.m. – 4 p.m. office hours (alarm system will sound).
- Event **must** end by 12 a.m.
- Keep noise levels reasonable. No excessively loud music or other disturbances are permitted. Music volume must not disturb neighbouring classrooms and/or organizations.
- No decorations are to be nailed, stapled or glued anywhere, including the walls or ceiling.
- No exits/entrances are to be blocked and/or jammed open.
- No smoking is permitted inside; no fire hazards (e.g. candles/sparklers/fireworks) are allowed.
- Event organizers must comply with all fire and safety laws; municipal bylaws and requirements; and university safety regulations.
- Event organizers will be held liable in the event of any and all by-law violations and/or university regulation infractions; including all monetary penalties or fines.
- **All garbage is to be removed at the end of the event.**
- All event organizer(s)/organization(s) are responsible for any and all resultant costs associated with any damage or theft to YUGSA property resulting from the use of the room, including but not limited to any cleaning, repairs or replacement costs.
- Penalties for violations of the Terms and Conditions are subject to the YUGSA Executive's discretion. **If Terms and Conditions are not followed, organizer(s)/organization(s) may not be allowed to book future events.**

Usage and Rearrangement of Material and Furniture

Please be advised that some items are not available for your use. While certain items are available, you may not have permission to move them. **You must restore movable items to their original location and orientation as demonstrated in the attached images of the space.**

Furniture/Material permitted to use and rearrange/move (please be mindful of scratching the floor)

- Sofas (**DO NOT drag, please lift to prevent damage to floor**)
- Foldable/stackable chairs & stool (stored in the kitchen area)
- Square white-top table and x2 foldable tables (stored in the kitchen area)
- Projector Screen

Furniture ok to use but not permitted to rearrange/move

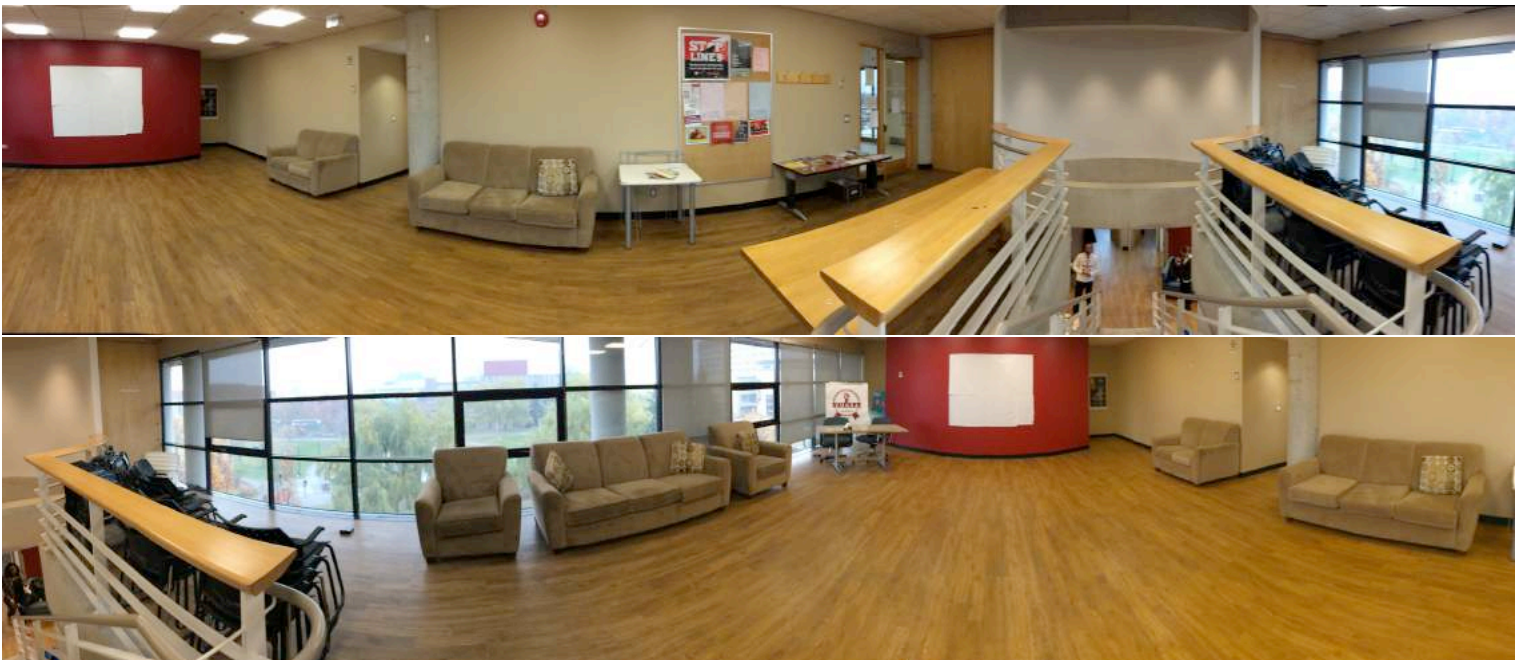
- Marble stone-top table and its wheeled chairs

Furniture and Material not permitted to use/move/alter

- Brown long table (Please also do not disturb printed material laid out on this table).
- Any item not listed as “ok to use” in the previous sections including those stored in the kitchen area.

Please place any loaned equipment that was prearranged at the time of booking (e.g. projector) on the stone table, lock both outer doors to Room 430 (if your event takes place outside of our office hours) and close all windows

Please return the room in the condition that it was loaned out to you similar to the photos below:



Use of AV Equipment

Please place any loaned equipment that was prearranged at the time of booking on the stone table and ensure that all items are accounted for as illustrated in the images below:

HDMI Cable x2, Mini-Display/Thunderbolt converter to HDMI/VGA/DVI, VGA Cable x2, USB Cable, DVI Cable



Projector power cord, Projector (with built-in speaker over HDMI, Projector Remote



3-prong extension cord, Small Speakers (AUX), power bar



Item not pictured: Projection Screen