



## Room Usage Policy for YUGSA OverGrad Café (Ross S167)

*Updated January 2020*

**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.
- Your 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.
- 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.
- 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.
- **After your event, you must notify our Resource Coordinator via e-mail (rc@yugsa.ca) that the room has been returned to its original condition.**
- 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.**

**You MUST return the room to its original condition, as demonstrated in this photo:**

