

## **NEST BOOKINGS POLICY**

### **A. General**

1. Clubs and Constituencies are given priority to book rooms during academic terms 1 and 2.
2. AMS C&C is given priority to book rooms during both summer terms and the month of December.
3. AMS C&C Sales may book rooms during the academic year only if the booking is of significant financial contribution and has been approved by both the VP Administration and AMS Managing Director.
4. All Club and Constituency bookings must be made on OrgSync for approval.
5. AMS Booking Department reserves the right to relocate bookings based on a decrease in expected attendance from the time of booking.
6. Bookings for external clients are subject to a catering food and beverage minimum spend. Minimums are to be established by C&C.
7. If a Club or Constituency would like to cancel their booking after a written contract has been issued, the following timelines must be followed:
  - a. All large rooms must be cancelled 60 days prior to booking date.
  - b. All general rooms must be cancelled 14 days prior to booking date.
8. Booking and cancellations for external clients are subject to procedures established by C&C.

### **B. Timeline for Bookings**

1. The Priority Booking Window is defined as the two weeks prior to the start each academic term.
2. During the Priority Booking Window, only Clubs and Constituencies are permitted to book rooms for the following two academic terms.
3. Once the Priority Booking Window has passed, any party, internal or external, may book rooms for the current and following academic terms. External clients wishing to book rooms are still subject to section (A)(3).
4. Clubs and Constituencies wishing to book rooms during either summer term or during the month of December may do so only if the request is made 14 days or fewer in advance of the intended booking date or with the approval of both the VP Administration and the AMS Managing Director.
5. External clients are permitted to book rooms in the Nest as far in advance as necessary for dates during the summer terms and the month of December.

### **C. Consequences**

1. Clubs failing to follow the established policies and procedures will accumulate points that may lead to fines or loss of booking privileges.
2. Points are allocated as follows:

- a. The following will result in 1 point:
    - i. Failure to occupy a general room as booked
    - ii. Failure to book a room via OrgSync
    - iii. Failure to receive written approval for 3<sup>rd</sup> party caterers to be present in the Nest
  - b. The following will result in 2 points and the resulting labour charges:
    - i. Failure to cancel a general room booking in correct timelines
    - ii. Failure to clean or reset a room after it is used (except Great Hall)
  - c. The following will result in 3 points and the resulting repair or labour charges:
    - i. Damage to a room or its equipment
    - ii. Failure to cancel a large room booking in the correct timeline
    - iii. Failure to clean or reset a room after it is used such that excessive labour is required
  - d. The following will result in 6 points and the resulting labour charges or fines associated with these actions:
    - i. Failure to occupy a large room as booked
    - ii. Unauthorized use of the AMS servery or catering equipment
    - iii. Serving alcohol without an SOL, sufficient security, and written approval from the AMS
    - iv. Failure to comply with AMS and Vancouver Coastal Health food safety regulations
  - e. Depending on severity, anywhere from 2 to 6 points may be allocated for failure to clean or reset the Great Hall
- 3.** If within a floating 12 month period a club accumulates the following amount of points, specific fines/actions will be issued to the club:
- a. Accumulating 3 points results in a \$100 fine
  - b. Accumulating 6 points results in a \$250 fine, in addition to the above fine
  - c. Accumulating 9 points results in both of the above fines, in addition to loss of privilege to book during the next Priority Booking Window.
- 4.** All unlawful actions occurring during a room booking are also subject to consequences as determined by the C&S Committee

**Note:** Large rooms are defined as 2301, 2306/9, Great Hall, Performance Theatre, Pit Pub, Gallery 2.0, Rooftop Garden, and the Atrium. All other rooms are defined as general rooms.