CLUB 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 after the last day of classes.

3. AMS C&C Sales may book rooms outside of the summer terms or the month of December only if the booking is of significant financial contribution and has been approved by the VP Administration or AMS Managing Director.

4. AMS Booking Department retains the right to move clubs and constituencies to similar rooms in order to maximize the usage of the Nest with at least 30-days notice for Great Hall bookings (entire or partial) and 7-days notice for all other room bookings.

5. If a Club or Constituency would like to cancel their booking, the following timelines to release the space must be followed:
   a. Great Hall (entire or partial) – 30-days notice
   b. Performance Theatre, 2306/9, and 2301 – 14-days notice
   c. All other rooms – 7-days notice

B. Timeline to Make Bookings

1. Clubs cannot book rooms more than 8 months in advance without approval of the VP Administration or the AMS Managing Director.

2. When the booking window opens, all clubs are given an opportunity to submit requests which are managed equitably and prioritized by accrued demerits over the preceding 12 months.

3. Once the priority booking window has passed, any party (internal or external) may book rooms for the respective period.

4. Clubs and constituencies wishing to book rooms for either the summer term or during the month of December after the end of classes 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 the VP Administration or 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 demerits that may lead to fines or loss of booking privileges.

2. Points are allocated as follows:

   a. The following will result in 1 demerit and the resulting labour charges:
      i. Failure to clean or reset a room after it is used (except the Great Hall, Performance Theatre, or rooms 2301, 2306/9, 2311, or 2314)
      ii. Failure to receive prior approval for non-AMS catering to be present in the Nest

   b. The following will result in 2 demerits and the resulting labour charges:
      i. Failure to provide sufficient notice for booking cancellation (except for the Great Hall)
      ii. Failure to clean or reset the Performance Theatre or rooms 2301, 2306/9, 2311, or 2314 after it is used
      iii. Unauthorized use of the AMS servery or catering equipment

   c. The following will result in 3 demerits and the resulting repair or labour charges:
      i. Damage to a room or its equipment
      ii. Failure to provide sufficient notice for booking cancellation for the Great Hall (partial or entire)
      iii. Failure to clean or reset the Great Hall North after it is used
      iv. Failure to review the security plan for licensed events with the building operations manager

   d. The following will result in 6 demerits and the resulting labour charges and any fines incurred by the AMS:
      i. Serving alcohol without an Special Event Permit (previously known as a Special Occasion License)
      ii. Failure to comply with AMS and Vancouver Coastal Health food safety regulations
      iii. Failure to clean or reset the Great Hall South after it is used

3. If within a floating 12 month period a club accumulates the following amount of demerits, specific fines or actions will be issued to the club in addition to a reduced priority for bookings:

   a. Accumulating 3 demerits results in a $100 fine.
   b. Accumulating 6 demerits results in a $200 fine, in addition to the lesser fine if accrued in the same instance. This fine applies for every accumulation of 3 demerits above 6 demerits.
   c. Accumulating 12 demerits results in loss of booking privileges for four months.

4. All unlawful actions occurring during a room booking are also subject to consequences as determined by the C&S Committee