CLUB BOOKINGS POLICY

A. Main information

1. After event, ensure that the room is tidy - tables and chairs are put away. Refer to the back of the door of a bookable room for instructions.

2. If you use garbage bins for your event, make sure to bring them to the loading bay for proper recycling at the end of the event.

3. The use of the helium balloons is strictly prohibited in the Nest.

4. The decor of the stair case railing of the Nest building is not permitted.

5. The in-room decor is permitted as long as it's taken down at the end of the functions and no damages are caused. This includes holes from tacks and residue from tape.

6. Storage of valuables at the bookable rooms is at your risk, custodial and trades have keys to access the locked rooms.

7. Booths with the blue draping - which are pre-set on the main Level of the Nest, in front of the food outlets, are only bookable two weeks from event date.

8. Sale of food is only permitted with a Temporary Food Service Permit.

9. Plastic tables - which are stacked on the cart by the hair salon on the Lower Level of the Nest. May be used for events taking place in the atrium and must be returned.

B. General

1. Clubs & 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 48hrs 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

C. 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. Penalties

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. Usage of helium balloons in the building
   iii. Failure to provide sufficient notice for booking cancellation for the Great Hall (partial or entire)
   iv. Failure to clean or reset the Great Hall North after it is used
   v. 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. Failure to comply with AMS and Vancouver Coastal Health food safety regulations
   ii. Failure to clean or reset the Great Hall South after it is used

e. The following will result in 12 demerits, automatic loss of booking privileges for four months, and any fines incurred by the AMS:
   i. Serving alcohol without an Special Event Permit (previously known as a Special Occasion License)

3. If within a floating 12-month period a club accumulates the following amount of demerits, then 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

Additional AMS policies to review:

Food Policy
Alcohol Policy

Boothing Policy

*Should you have further inquiries feel free to email at Amsbookings@ams.ubc.ca*