

## Room Booking Policy

Date: April 25th, 2019

1. All bookings must be managed in accordance with this Policy.
2. The only Bookable Space in the DAGS office is in common space area and available for students, society meetings and events.
3. Bookable Space is based on the following guiding principles:
  - The primary commitment is to support the society members and delivery of graduate resources to students.
  - The secondary commitment is to support all graduate activities requiring Bookable Space that support the mission of the DAGS.
  - Requests by members will be accommodated if space and times are available. Priority will be given to DAGS members and societies, but non-DAGS members may request to book the space.
4. Members are responsible for:
  - Cost of repairs due to damage to the facilities that occurred during the booking;
  - Cost of replacement or repair of any piece of equipment borrowed or leased for the booking;
  - Returning equipment; and Leaving the space in the condition it was in prior to the booking, including room configuration.
5. In addition to this Policy, Procedure and Protocol, all DAGS bookings must comply with processes and procedures established by the Dalhousie Student Union.
6. Failure to comply with this Policy and Procedure in any respect may result in the suspension or revocation of room booking.
7. Event & Conference Services, in consultation with the Office Coordinator, have the discretion to relocate bookings to other dates according to room availability.
8. Any physical, functional or room type changes for instructional space must be approved by the Office Coordinator and Executive Team.
9. All Bookings should be submitted by email to [office@dags.ca](mailto:office@dags.ca).
10. The DAGS Vice President of Student Life is the Board member responsible for overseeing the space bookings.

Booking Form

Society/member name: \_\_\_\_\_

Requested date: \_\_\_\_\_

Requested Time: \_\_\_\_\_

Details of the event (including expected number of attendees): \_\_\_\_\_

Main Contact for the event: \_\_\_\_\_