



## Space Usage Policy for YUGSA Conference Room

Please read the following policy on YUGSA space usage carefully as failure to comply will result in the loss of your deposit and possibly future booking privileges. We strongly recommend that you make proper announcements to your guests as they may assume there are no policies in place. In addition please monitor your event and participants as required to ensure proper conduct.

### Code of Conduct

Please:

- Doors must be locked behind you if your event takes place outside of our 10am-4pm office hours.
- Adhere to general university policy on code of conduct on university premises.
- Clean up thoroughly after your event and your guests.
- Keep noise levels reasonable as to not disturb neighbouring associations/clubs.
- Avoid damage to walls, furniture, and equipment.

### Access Prohibitions

Access to the Executive Boardroom is prohibited by anyone at all times.

Access to the lower floor of our office is prohibited outside of our 10am – 4pm office hours.

### Usage and Rearrangement of Material and Furniture

Please be advised that some items are not available for you to use. While certain items are available, you may not have permission to move them. **You must restore movable items to their original location and orientation as demonstrated in the attached images of the space.**

#### Furniture/Material permitted to use and rearrange/move

- Sofas
- Foldable/stackable chairs
- Long wooden table
- Square white-top table
- Foldable table (stored in the kitchen area)
- Stools (stored in the kitchen area)
- Power extension cables (stored in the kitchen area)

Furniture ok to use but not permitted to rearrange/move

- Marble stone-top table and its wheeled chairs

Furniture and Material not permitted to use/move/alter

- Brown long table (Please also do not disrupt material layed out on this table).
- Any item not listed as “ok to use” in the previous sections including those stored in the kitchen area.
- Wall postings.

Please place any loaned (pre-arranged) equipment (e.g. projector) on the stone table.

Please return the room in the following arrangement

