

GRADUATE STUDENTS' SOCIETY ROOM BOOKING POLICY

RENTAL RATES

- Graduate students using the space to study, have meetings related to their studies, defend, or hold presentations or meetings involving other graduate students do not pay to use the room.
- Booking fees are waived for the following groups:
 - Graduate students organizing graduate student events and meetings
 - Campus unions
 - Campus constituency groups run by students when the event is open to graduate students.
- Internal rates will be charged to the following groups:
 - Graduate students holding a class/seminar
 - UVic faculty, staff, departments and affiliations
 - Undergraduates
- External rates will be charged to the following groups:
 - Groups that are not a part of UVic
 - Private events.
- Renters must provide at least 24 hours' notice for booking cancellations. A charge will be levied for insufficient cancellation notice and/or no-shows.
- Rental rates are listed below and are subject to GST.

BOOKING RESTRICTIONS AND MAXIMUMS

- Bookings are made on a first-come-first-served basis.
- Graduate student groups (including writing groups, study groups, colloquia, or department graduate councils) may book to the end of the current term.
- A non-graduate student/organization can only make four (4) consecutive bookings at a time. After the date of their last booking, groups may make another four (4) consecutive bookings.
- Rental fees must be paid in full before further bookings can be made.
- Rooms cannot be booked for birthday parties.
- The GSS may deny or cancel a reservation if the purposes of the reservation violate GSS or UVic policies or could bring the organization into disrepute.

PAYMENT

- An invoice will be provided. Please make cheques payable to UVic Graduate Students' Society.
- Payment can also be made in cash, credit or debit in the GSS office.
- Payment is due within 30 days of the event.

AUDIO VISUAL RENTALS

- The GSS does not arrange for AV rentals for external groups. Please contact the University of Victoria's Audio Visual Services for AV rentals.
- The rooms have pulldown screens and white boards.
- The GSS has a small projector available for loan to Internal Groups. This projector is subject to availability and is lent on a first-come-first-serve basis. Please inquire at the GSS Main Office for more details.

SET-UP, DAMAGES, CLEAN UP

- Users are responsible for room set-up and clean-up, unless arrangements are made in advance.
- If the room is not re-set or left untidy, a charge of \$35-50 will be levied for room re-setting and/or cleaning.
- The renter shall be responsible for any and all damages occurring to the Graduate Student Centre as a result of their rental, and any damages for loss of any equipment or personal belongings left unattended.
- The renter shall be responsible for any and all extraordinary cleaning costs incurred to the GSS as a result of their rental.
- No adhesives of any kind are permitted to affix any item to any structure within the Graduate Student Centre. This includes, but is not limited to, adhesive tapes, glue, tacks, nails, and screws.
- Signs in Halpern Centre are subject to GSS approval.

FOOD AND BEVERAGES

- Individuals are allowed to eat and drink in Rooms 108 and 112, but you are responsible for tidying up your own mess. If the room is left untidy, you may be subject to additional fees (see **SET-UP, DAMAGES, CLEAN UP**).
- No alcohol is permitted in Rooms 108 or 112. Those that violate this policy will be barred from further bookings.
- If you need catering for your event, please contact Neil Barney at gssops@uvic.ca.

CAPACITY LIMITS

- Room 108: 30 people
- Room 112: 12 people
- Room 108/112 combined: 42 people
- Side Project: 40 people

BOARDROOM RENTAL RATES				
	INTERNAL RATES		EXTERNAL RATES	
	HOURLY	DAILY	HOURLY	DAILY
108	\$20	\$100	\$25	\$100
112	\$15	\$75	\$25	\$100
108 & 112	\$25	\$125	\$40	\$150
Side Project	\$20	\$100	\$30	\$150

GRADUATE STUDENTS' SOCIETY ROOM BOOKING AGREEMENT

Booking Info

Space Requested (check one):

- ☐ Room 108 (large board room)
☐ Room 112 (small board room)

☐ Room 108/112 combined

☐ Side Project Café (available outside Grad House opening hours)

Date Requested: _____ Time Requested: _____

Group Info

Group Name: _____ # Attending: _____

Contact Person: _____

Phone: _____ Email: _____

DISCLAIMER All renters agree to indemnify and save harmless the GSS from and against any and all claims by any person or persons arising out of any act of negligence of the renter, its agents or servants, in respect of the rented premises, its use by or the non-repair thereof.

Any use of equipment, facilities and programs of the GSS and any individual's participation in the activity for which the room is used shall constitute acceptance of the risk regardless of the nature of any injury. The individual participant fully assumes such risks and agrees that the GSS, its officers, employees, and agents shall not be liable for any injury, loss or damage sustained by participants in such activities at the Graduate Student Centre whether caused directly or indirectly by negligence or fault of the GSS, its officials, employees or agents.

The Graduate Students' Society cannot guarantee internet access, which is provided by the University. The renter is responsible for communicating this policy and disclaimer to all individual participants.

ROOM BOOKING AGREEMENT: I/We the undersigned agree to abide by the rental conditions of the Graduate Student Centre as outlined in the Graduate Students' Society Room Booking Policy.

Name: _____ Signature: _____

GSS Office Use Only:

Group Type (select one):

- ☐ GSS Member for grad student purposes*
☐ GSS Member for social/other purposes
☐ Other (Community)

☐ Campus Union or Constituency Group*

☐ UVic faculty/staff

*Free of charge

Fees & Billing Info

Name for invoice: _____ Address: _____

City: _____ Postal Code: _____

Fees:

_____ # days/hours x \$ _____ + _____ (GST) = _____ (Total)

Booked on _____ by _____