

ROOM BOOKING POLICY

1. All non-affiliated student clubs will be charged fees as determined by the Director of Housing and Organizational Services. All pricing is subject to additional costs for damages or clean up beyond the ordinary.
2. Affiliated Huron University College Student Clubs and organizations may rent facilities, when available, without charge but are still subject to costs for damages or clean up beyond the ordinary.
3. The Kingsmill Room, W-100 level, v-200 level and A1 are not to be booked out four days prior to the December and April examination periods, with the exception of regularly scheduled College events (ie: Founder's Day, Liaison visits, Theological Convocation).
4. Room booking responsibility:

Internal Bookings: Conference Coordinator/Information Desk (day shift)

External Bookings including non-affiliated student groups: Conference Coordinator/Director of Housing and Organizational Services

5. An individual may contact the appropriate person responsible for room bookings to determine if a room is available, however, they must still complete the Room Booking / Setup Sheet after ensuring availability with the Information Desk (Day Shift) or Director of Housing and Organizational Services within 24 hours of the inquiry. **A Room Booking Sheet is required to guarantee the booking; therefore, a telephone or email inquiry does not constitute a firm booking.** Should the individual booking the room have special needs and/or disabilities, assistance to book the room will be provided by the Information Desk (day shift) staff person or the Director of Housing and Organizational Services.
6. It is the responsibility of the individual reserving the room to determine their beverage arrangements with Brown's Dining Services and to clearly indicate the required room set-up in accordance with the lead times outlined on the room booking/setup sheet.
7. Priority is given to Huron University College students, staff, and faculty during the academic year.
8. The Room Booking Sheet – Please fill out all applicable areas of the Room Booking Sheet. The requestee retains the first copy (white) for their records. The second copy (yellow) is sent to the Information Desk. The third copy (pink) is sent to the Housekeeping Department/Maintenance, indicating any room setup requirements. The fourth copy is sent to the Dining Hall, indicating food and/or beverage requirements. If there are any revisions required after the original booking has been made, the requestee must ensure that the Information Desk, Housekeeping, and the Dining Hall are notified of the revisions. Changes in room setup or food requirements must be communicated directly, in writing, to Housekeeping or the Dining Hall. Changes regarding location, date, and time must be directed to the Conference Coordinator/Information Desk by email to ashant@uwo.ca. Please quote the original Room Booking Sheet number located in the upper right hand corner of the form. You will receive a response from ashant@uwo.ca within 48 hours of your requested changed. If a response is not received, please follow up with a telephone call to ext. 200.
11. The Records Coordinator will communicate a regularly updated Academic Schedule to the Information Desk. Any special bookings of Academic space (ie. special exams) must be confirmed with the Information Desk.