

TERMS & CONDITIONS

- Booking requests must be submitted a minimum of five business days in advance. The CSU will respond to all bookings within two weeks of submission.
 - The CSU must be advised in advance of any deliveries and/or pick-ups associated with your event, including, but not limited to, Facilities, catering, and party rental companies (i.e. Lonsdale rentals). Failure to notify the CSU in advance may result in deliveries being refused.
 - The CSU is not responsible for anything left in the lounge following your event, including, but not limited to, décor, furniture from Facilities, catering dishes and supplies, and rented items. Please ensure pick-up of all items is arranged in advance. Remaining items will be removed from the lounge, and associated costs will be charged back to the event organizer.
 - Use of the A/V equipment must be arranged in advance. All cables, remotes and other peripherals must be returned at the end of the event.
 - Room must be returned in the same condition it was found, which includes placing couches, chairs, and tables to their original locations. At no time may any furniture be removed from the lounge.
 - At no time may the number of attendees exceed the maximum capacity (Members Centre [LB 195] – 150 attendees; Maple Lounge [MA 115] – 100 attendees; Tree House [LB 131] – 25 attendees).
 - Exclusive use of the lounge is only available on evenings and weekends. During the day the space must remain open to students, which will include foot traffic, microwave access and socializing.
 - For events with alcohol, contact servicescoordinator@csu.bc.ca to discuss the process and requirements.
 - It is your responsibility to cover the costs of all damages that occur during your booking, other than regular wear and tear.
 - Failure to comply with any of the above stipulations will result in charges for any labour or damage incurred, and possibly loss of room booking privileges for your organization.
-