

NIPISSING UNIVERSITY STUDENT UNION



Student Groups Event Booking Policy

Approved by the Board of Directors on: January 24, 2022
Last Review Date: January 24, 2022

I. Preamble

The purpose of this policy is to highlight the process Student Groups must follow in order to book event space at any Nipissing University Facility and the NUSU Student Centre.

II. Prior to Booking Event Space

1. Prior to filling out the Student Groups Room Booking Form:
 - 1.1. Fill out the Student Group Event Approval Form
 - 1.2. Have your event approved by the NUSU Vice-President Student Life (VPSL) via email.

III. Booking Event Space

2. All NUSU Student Groups are able to book space twice a month at the NUSU Student Centre and twice a month at any Nipissing University Facility.
 - 2.1. Complete the Student Groups Room Booking Form a minimum of 15 business days prior to your event date.
 - 2.2. The booking request will be reviewed and approved by the NUSU VPSL
 - 2.3. A confirmation email of the booking request will be sent by the NUSU VPSL or Office Administrator (OA) to the email address of the student group.
 - 2.4. If booking space at a Nipissing University facility, the NUSU VPSL or OA will submit your request via the Facilities Booking Form on behalf of the Student Group.
 - 2.5. A follow-up confirmation email will be sent to the Student Group by the NUSU VPSL or OA once the Nipissing University Facilities department confirms the booking request has been received and approved.

IV. Cancellation of Event Space

3. All Student Groups are required to cancel their booking 72 hours prior to their scheduled event time.
 - 3.1. If a Student Group fails to cancel their booking 72 hours ahead of time their booking will be cancelled but still count towards their two bookings for the month.



- 3.2. If a Student Group does cancel prior to the 72 hour cut-off, they will be able to book a new time in replacement of their cancelled booking.