



# BYSC MEETING ROOM AGREEMENT



<p>_____</p> <p>(Team Name &amp; Coach) (eg. G-99-WH - Mike Smith)</p> <p>_____</p> <p>(Manager)</p> <p>_____</p> <p>(E-mail) _____ (Phone)</p>	<p>Booking Date:</p> <p>_____</p> <p>Time:</p> <p>_____ to _____</p> <p>Number of people attending:</p> <p>(approx.) _____</p>
---	--

**I, the user, on behalf of the above named party, agree and understand the following while using the BYSC Meeting Room:**

1. The room and its belongings are property of the BYSC. The room will be returned to its original condition after the user period. We are responsible for replacement cost of any misplaced and/or damaged property.
2. It is general practice that the facility be used during the BYSC's operating hours (shown below). We will be respectful of others regarding time management and will use the facility only during scheduled times. However, should a user wish to use the facility outside the Club hours, or, overstay the agreement time, a \$25/hr (or any part there of) fee will be charged.

Day	Available Club Hours
Monday – Thursday	9:00 a.m. – 8:45 p.m.
Friday	9:00 a.m. – 2:45 p.m.
Saturday	9:15 a.m. – 2:45 p.m.

3. Meeting Room bookings will be processed on a first come, first served basis.
4. **Food and drinks are NOT permitted in the meeting areas (water is allowed). Please no GUM.**
5. Should costs for repair, cleaning, and/or any other services be required to return room to its original condition the user will be billed for these costs plus an additional processing fee.
6. The booking may be cancelled or modified by either the BYSC or us, the user, with two business days notice. The BYSC may cancel or modify the booking under special circumstances.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

<p><i>BYSC STAFF SIGNATURE:</i> _____</p> <p><i>The date recorded on the Wall &amp; Online Calendars</i> _____ <i>(initial)</i></p> <p><i>Confirmed date and time with Party (48 hrs prior)</i> _____ <i>(initial)</i></p>
--