

Policy on Reservations and Empty Rooms

- 1.) You must register the room you use on the sheet at the entry to this area.
- 2.) There are no squatters' rights, the registration that is on the sheet is the official registration of the room. People not registered can be asked to leave.
- 3.) Only one room can be registered by one person or group at a time.
- 4.) Rooms can be registered in advance, once tomorrow's sheets are ready.
- 5.) Any changes should be authorized by the area technician during regular working hours, 09:15 – 17:15.
- 6.) If you leave early or change rooms, update the sheet accordingly.
- 7.) Reservations are held for ½ hour from the specified time, you risk losing your reservation if you have not arrived by that time. If you find you are delayed and can contact me at 514-848-2424x3010 to say you are coming, I will hold the reservation longer for you if I receive the request in time.
- 8.) A room that has been empty for one hour when a reservation is posted will result in the reservation being cancelled. If you have to go away for a short time for a class or a break, it is better to mark your leaving time and re-reserve the room for when you expect to come back. On your return the ½ hour holding time will apply.
- 9.) If a room is empty but a name is on the sheet and you wish to use it while the reservation is not active, then mark your name, department, room # and the times on the Camp On sheet just next to the main sheet. If an hour passes, ask the area technician to cancel the defaulted reservation in favour of yourself.
- 10.) A reservation can be cancelled only by the area technician or the person who originally registered it.
- 11.) All conflicts are to be resolved by the area technician. During non-office hours conflicts have to be resolved by negotiation and should be related to the area technician for further resolution on the next day.
- 12.) The reservation rules apply to non-office hours as well. If you have reserved a room and someone is occupying it, you are entitled to ask them to leave, provided that you are not in default of the arrival time or empty time limits. Any conflicts should be reported to the area technician for further follow up.
- 13.) Please leave the room tidy and clean. The relaxation of the eating and drinking rules in this area is provisional on a mature and respectful attitude towards the use of the rooms. Any spills or equipment breakage should be reported to the area technician to absolve oneself of the responsibility of the accident.