Guidelines – Hub Reservations

1.   Purpose

1.1   To provide a framework to book rooms and common areas in the Hub that promotes student life on campus.

2.   Guidelines

2.1   The facility shall strive to provide space and programming for all MSU members. If rooms and/or common areas are booked to constituent groups they will be done in the following priority:

2.1.1   MSU Clubs, Services, or Departments;
2.1.2   McMaster Student Faculty Societies;
2.1.3   Full-Time Undergraduate Students;
2.1.4   McMaster Community Members;
2.1.5   Other groups which are not defined above.

2.2   The following spaces in the Hub are available to be booked out:

2.2.1   The Nest;
2.2.2   The Community Kitchen;
2.2.3   The Meeting Room;
2.2.4   The Loft.

2.3   Events must follow MSU polices, practices, and procedures to ensure appropriate risk management, health and safety, and food handlers procedures have been adhered to;

2.4   Student groups, MSU Clubs, and MSU Services must receive EOHSS approval for their event prior to a reservation request being made for the Hub;

2.5   Catering for any events in the Hub must be through the MSU's Food and Beverage Department (TwelvEighty or The Grind) or through McMaster's Hospitality Services. Requests for third party caterers must be approved in advance.

2.6   Non-academic MSU events that promote student life and are open to all MSU members will be prioritized;

2.7   Bookings for private or constituency events that restrict the ability for all MSU members to fully utilize the facility will be limited;

2.8   All reservation requests must be made at least ten (10) business days in advance to be considered.

3.   Administration

3.1   The Student Life Director will be responsible for the implementation and enforcement of the above policy;

3.2   Failure to adhere to this policy can, and will, result in event cancellation at the discretion of the MSU.

4.   Review

4.1   These guidelines will be reviewed by the summer of 2024;

4.2   The MSU reserves the right to make changes to this policy as necessary.