

Cheeze Bookings Information, Terms, and Conditions (June 1, 2007)

The following are guidelines to which the Executive may choose to make exceptions upon request. The Engineering Undergraduate Society reserves the right to correct the document at any time.

The Cheeze Factory is currently the official student space for Engineering Undergraduate Students at UBC. As such, priority for bookings will always go to associated Engineering student groups.

Bookings guidelines and fees are split into three tiers. For information pertaining to your organization, please choose one of the following:

“EUS In-House”

EUS Departmental Clubs & recognized Ex-Officio Clubs
This currently includes EWB, ESTC and its affiliated Design Teams, AOE, SPD.

“UBC Groups”

All UBC-affiliated, including alumni groups, that are not considered “Internal EUS”.
These include some Engineering Groups that have not been recognized by the EUS as having an affiliation.

“External Groups”

All other groups

*****Individual Students**

All individual students will be considered under the “UBC GROUPS” category unless they find a “Sponsor” within the EUS who agrees to be responsible for your event. This will allow for the individual student to be considered under the “EUS IN-HOUSE” category and be treated as an “IN-HOUSE” renter and subject to the conditions that an In-House renter is subject to. The sponsor will be responsible for any damages charges to the individual student if not paid in a satisfactory amount of time.

Sponsors may include:

- an EUS Departmental Club or Ex-Officio Club (the *club* is responsible in this case)
- an EUS Executive (the individual Executive will be *personally* responsible in this case)

All fees collected through Cheeze Rentals and Bookings will be considered donations and will be put towards upgrading, maintaining, repairing, or purchasing items to enhance the student space during the year. Money remaining in the accounts will be absorbed into the general operating budget at the end of the fiscal year.

“EUS In-House Groups”
Cheeze Bookings Information, Terms, and Conditions (June 1, 2007)

The following are guidelines to which the Executive may choose to make exceptions upon request. The Engineering Undergraduate Society reserves the right to correct the document at any time.

1. What requires booking?

Any event where your group would like to have exclusive control/use of the tap system, bar, BBQ, sound system, or space will require a booking.

If you are simply having a study party or a meeting that does not require for us to close the building to our students, a booking is not necessary. It means that ‘random’ students will still have free reign over the area as usual.

2. How much does it cost to rent the space?

a. *FOR ALL HOURS OUTSIDE 8AM TO 6PM ON REGULAR SCHOOL-DAYS*

\$0.25 Rental Fee + \$400 Damage & Cleaning Deposit

Use of Tap System, Sound System, and Charcoal BBQ Pit, including set up and take down assistance of the tap and sound system, is included.

b. *FOR HOURS INSIDE 8AM TO 6PM ON REGULAR SCHOOL-DAYS*

\$100 per hour will be charged for each hour access is determined to be limited between 8am and 6pm on regular school-days in addition to the regular rental fee.

This applies if your event limits student access to the building and its amenities (microwaves, fridge, computer lab, pool table, arcade games) in any way (including but not limited) such as closing the building or charging for entry.

Examples of what would get charged the additional fee:

- You are having an event and it costs \$2 to get in.
- You are having an event and there is no cover, but you must be 19+ to enter.
- You are having an event and students can walk in and out, but they cannot linger on the couches or use the pool table or microwave.

Example of what would *not* get charged the fee:

- You are starting the BBQ at 4pm but are not stopping students from entering the building and using tables or the microwave, etc. You take up the whole bar and use up all the tables...but you accommodate students who want to come in behind the bar to use the microwave or students who would like a corner of the table to work on.

***In-House Clubs may request exceptions or flexibility on this rule.

3. How long does each rental regular period last?

a. REGULAR SCHOOL DAYS

On regular school days, the regular “exclusive” rental period lasts from 6pm to 8am the next morning.

b. NON REGULAR SCHOOL DAYS

On weekends, the rental period should not begin earlier than 2pm and will end at 8am the next morning. This is to allow for the previous night’s group to clean the building before the next booking. Prior arrangements can be made to allow for earlier bookings by coordinating with the Executive Secretary at secretary@ubcengineers.ca

4. The Computer Room

Unless under an EUS Executive’s supervision, the computer room must be locked during all licensed events.

5. The Pool Table

While not mandatory, it is advisable to keep the pool table closed during the event. Your group is responsible for any damage or mess to the pool table. Re-felting the pool table costs approximately \$1000 and will be charged to your group if necessary.

6. Messes, Clean-up, and Damages

a. MESS TYPES

There are two types of messes we consider at the Cheeze: “Regular Cheeze Mess” from general use by students, and “Party Mess” which includes spilt drinks, cups and cans everywhere, broken bottles, vomit, and general disgusting chaos.

b. RECEIVING THE CHEEZE

Because In-House groups are provided the space at virtually no cost and are provided support for various aspects of their event, they are given the Cheeze on an “as-is” basis. This is because the space is your space as well and so a collective effort must be made in maintaining it. This means that you will need a few volunteers to come by a few hours before your event to tidy up the place.

c. RECEIVING A PARTY-MESSED CHEEZE

If you are given the Cheeze in “Party Mess” condition and had to clean it up before your event, any charges made to the offending group for leaving the mess will be paid to you.

d. LEAVING THE CHEEZE

“Party Messes” will not be tolerated if left past noon the day after the event, especially on school days. Offending groups will be immediately charged \$200 if the Cheeze is considered left with a “Party Mess” past noon. If the mess is not cleaned up by 8am the morning after that *or* by the start of the next booking, whichever comes first, \$400 will be charged to the group. Extensions for clean-up may be requested by contacting the Executive Secretary and awarded upon his or her discretion.

e. EXTENSIONS ON CLEANING

If you “missed a spot”, you will be contacted and given until 8am the morning after *or* until the start of the next booking, whichever comes first, to rectify the situation. Party messes will still be charged.

f. DAMAGES

Any damages, including graffiti, (inside and outside of the building) will be charged to the renting group, unless another arrangement is made.

Total charges for messes and damages may exceed the \$400 deposit if necessary.

g. CLEAN UP CHECKLIST

- Pick up garbage from inside and outside (front and back) of the Cheeze
- Clean up any and all vomit and other bodily excretions
- Clean out pitchers and drip tray if the tap system was used (leave the tap system itself where it is, the Head Bartenders will clean those out).
- Take away all empty bottles and cans
- Sweep
- Mop if spills were made. Do not leave sticky floors!
- Empty garbage cans and replace with new bags
- Dump garbage bags/cardboard into the two dumpsters in the alley behind the Cheeze
- Wipe down all tables and counters
- Wipe down couches, railings, walls, arcade machines, etc, if any spills were made on them
- “Tidy” the place up...stack chairs, line up couches, etc.
- Take away any left over foodstuffs by the end of the week

Remember: Clean up deadline = noon the next day!!

7. Using the Tap System and Sound Equipment

a. TAP SYSTEM

Our Head Bartenders will set up the system for you and train your volunteers to use it if you provide them with enough time to schedule you in. This is free of charge for all EUS In-House groups. Please coordinate this with the Food and Beverage manager (foodandbev@ubcengineers.ca) at least two weeks prior to your event.

b. SOUND SYSTEM

The Sound System can also be set up for you if you provide us with enough time to find you someone. Please contact the Executive Secretary to make arrangements at least two weeks prior to your event.

8. Use of the BBQ

a. CHARGES

The Outdoor BBQ Pit can be used free of charge to any groups booking the space. You may book only the BBQ for \$20 using the same booking form (check off the “BBQ Pit Only” box).

b. EQUIPMENT

We do have spatulas and such available...somewhere...but it is advisable for you to bring your own equipment to ensure that you have it. You are responsible for any charcoal and lighter fluid/lighter you may need as well.

c. CLEANING

Please clean off the grills and dispose of any garbage in and around the pit after use.

d. DAMAGES

Damages to the Pit (broken grills, etc) will be charged even though no damage deposit is taken.

9. Bartending at your Event

If you require help bartending at your event, it is advisable to speak with the Food and Beverage Manager to arrange something (foodandbev@ubcengineers.ca). We will be maintaining a list of volunteers who would like to assist in this capacity.

10. Preferred Method of Payment

For departmental clubs, payment is taken automatically from the funding we provide you. For Ex-Officio clubs, the preferred method of payment is cheque with the damage deposit written on a separate cheque from the rental fee.

“UBC Groups”
Cheeze Bookings Information, Terms, and Conditions (June 1, 2007)

The following are guidelines to which the Executive may choose to make exceptions upon request. The Engineering Undergraduate Society reserves the right to correct the document at any time.

1. What requires booking?

Any event where your group would like to have exclusive control/use of the tap system, bar, BBQ, sound system, or space will require a booking. If you are simply having a study party or a meeting that does not require for us to close the building to our students, a booking is not necessary.

2. How much does it cost to rent the space?

a. *FOR ALL HOURS OUTSIDE 8AM TO 6PM ON REGULAR SCHOOL-DAYS*

\$200 Rental Fee + \$400 Damage & Cleaning Deposit

Use of Tap System: \$20 for maintenance, set up, and take down
Use of Sound System: \$20 for maintenance, set up, and take down
Charcoal BBQ Pit is included.

b. *FOR HOURS INSIDE 8AM TO 6PM ON REGULAR SCHOOL-DAYS*

\$100 per hour will be charged for each hour access is determined to be limited between 8am and 6pm on regular school-days in addition to the regular rental fee.

This applies if your event limits student access to the building and its amenities (microwaves, fridge, computer lab, pool table, arcade games) in any way (including but not limited) such as closing the building or charging for entry.

Examples of what would get charged the additional fee:

- You are having an event and it costs \$2 to get in.
- You are having an event and there is no cover, but you must be 19+ to enter.
- You are having an event and students can walk in and out, but they cannot linger on the couches or use the pool table or microwave.

Example of what would *not* get charged the fee:

- You are starting the BBQ at 4pm but are not stopping students from entering the building and using tables or the microwave, etc. You take up the whole bar and use up all the tables...but you accommodate students who want to come in behind the bar to use the microwave or students who would like a corner of the table to work on.

3. How long does each regular rental period last?

a. *REGULAR SCHOOL DAYS*

On regular school days, the regular “exclusive” rental period lasts from 6pm to 8am the next morning.

b. NON REGULAR SCHOOL DAYS

On weekends, the rental period should not begin earlier than 2pm and will end at 8am the next morning. This is to allow for the previous night's group to clean the building before the next booking. Prior arrangements can be made to allow for earlier bookings by coordinating with the Executive Secretary at secretary@ubcengineers.ca

4. The Computer Room

Unless under an EUS Executive's supervision, the computer room must be locked during all licensed events.

5. The Pool Table

While not mandatory, it is advisable to keep the pool table closed during the event. Your group is responsible for any damage or mess to the pool table. Re-felting the pool table costs approximately \$1000 and will be charged to your group if necessary.

6. Receiving the Cheeze

a. MESS TYPES

There are two types of messes we consider at the Cheeze: "Regular Cheeze Mess" from general use by students, and "Party Mess" which includes spilt drinks, cups and cans everywhere, broken bottles, vomit, and general disgusting chaos.

b. RECEIVING A REGULAR CHEEZE

If you are using the space during the weekday, it is advisable to come by a few hours before your event to tidy up the place before your event due to Regular Cheeze Mess. During the weekends, you should receive the Cheeze in clean and tidy order.

c. RECEIVING A MESSY CHEEZE

If you receive the Cheeze during any day with a "Party Mess", depending on the severity of the mess, your cost of rental will be reduced significantly. A great effort will be made to prevent this from happening.

7. Leaving the Cheeze

a. ORIGINAL CLEANING DEADLINE

"Party Messes" will not be tolerated if left past noon the day after the event, especially on school days. Offending groups will be immediately charged \$200 if the Cheeze is considered left with a "Party Mess" past noon. If the mess is not cleaned up by 8am the morning after that *or* by the start of the next booking, whichever comes first, \$400 will be charged to the group. Extensions for clean-up may be requested by contacting the Executive Secretary and awarded upon his or her discretion.

b. EXTENSIONS ON CLEANING

If you "missed a spot", you will be contacted and given until 8am the morning after *or* until the start of the next booking, whichever comes first, to rectify the situation. Party messes will still be charged.

c. DAMAGES

Any damages, including graffiti, (inside and outside of the building) will be charged to the renting group, unless another arrangement is made.

Total charges for messes and damages may exceed the \$400 deposit if necessary.

d. CLEAN-UP CHECKLIST

- Pick up garbage from inside and outside (front and back) of the Cheeze
- Clean up any and all vomit and other fluids
- Clean out pitchers and drip tray if the tap system was used (leave the tap system itself where it is, the Head Bartenders will clean those out).
- Take away all empty bottles and cans
- Sweep
- Mop if spills were made. Do not leave sticky floors!
- Empty garbage cans and replace with new bags
- Dump garbage bags/cardboard into the two dumpsters in the alley behind the Cheeze
- Wipe down all tables and counters
- Wipe down couches, railings, walls, arcade machines, etc, if any spills were made on them
- "Tidy" the place up...stack chairs, line up couches, etc.
- Take away any left over foodstuffs by the end of the week

Remember: Clean up deadline = noon the next day!!

8. Using the Tap System and Sound Equipment

a. TAP SYSTEM

Our Head Bartenders will set up the system for you and train your volunteers to use it if you provide them with enough time to schedule you in for a donation of \$20 to the Engineering Undergraduate Society.

Please contact the Executive Secretary to make arrangements at least two weeks prior to your event.

c. SOUND SYSTEM

The Sound System can also be set up for you if you provide us with enough time to find you someone for a \$20 donation to the Engineering Undergraduate Society.

Please contact the Executive Secretary to make arrangements at least two weeks prior to your event.

9. Use of the BBQ

a. CHARGES

The Outdoor BBQ Pit can be used free of charge to any groups booking the space. You may book only the BBQ for \$20 using the same booking form (check off the "BBQ Pit Only" box).

b. EQUIPMENT

We do have spatulas and such available...somewhere...but it is advisable for you to bring your own equipment to ensure that you have it. You are responsible for any charcoal and lighter fluid/lighter you may need as well.

e. CLEANING

Please clean off the grills and dispose of any garbage in and around the pit after use.

f. DAMAGES

Damages to the Pit (broken grills, etc) will be charged even though no damage deposit is taken.

10. Bartending at your Event

For a donation to the Engineering Undergraduate Society, we can arrange for volunteers to help bartend at your event. Please contact the Executive Secretary at secretary@ubcengineers.ca to discuss.

11. Preferred Method of Payment

The preferred method of payment is by cheque with the fee and damage deposit written on separate cheques.

“External Groups”
Cheeze Bookings Information, Terms, and Conditions (June 1, 2007)

The following are guidelines to which the Executive may choose to make exceptions upon request. The Engineering Undergraduate Society reserves the right to correct the document at any time.

1. What requires booking?

External groups must always book to use the space.

2. How much does it cost to rent the space?

a. FOR ALL HOURS OUTSIDE 8AM TO 6PM ON REGULAR SCHOOL-DAYS

\$400 Rental Fee + \$400 Damage & Cleaning Deposit
Use of tap system: \$50 for maintenance, set up, and take down
Use of Sound System: \$50 for maintenance, set up, and take down
Charcoal BBQ Pit is included.

b. FOR HOURS INSIDE 8AM TO 6PM ON REGULAR SCHOOL-DAYS

\$100 per hour will be charged in addition to the regular rental fee for each hour your event exists within the space.

3. How long does each regular rental period last?

a. REGULAR SCHOOL DAYS

On regular school days, the regular “exclusive” rental period lasts from 6pm to 8am the next morning.

b. NON REGULAR SCHOOL DAYS

On weekends, the rental period should not begin earlier than 2pm and will end at 8am the next morning. This is to allow for the previous night’s group to clean the building before the next booking. Prior arrangements can be made to allow for earlier bookings by coordinating with the Executive Secretary at secretary@ubcengineers.ca

4. The Computer Room

Unless under an EUS Executive’s supervision, the computer room must be locked during all licensed events.

5. The Pool Table

While not mandatory, it is advisable to keep the pool table closed during the event. Your group is responsible for any damage or mess to the pool table. Re-felting the pool table costs approximately \$1000 and will be charged to your group if necessary.

6. Receiving the Cheeze

a. MESS TYPES

There are two types of messes we consider at the Cheeze: "Regular Cheeze Mess" from general use by students, and "Party Mess" which includes spilt drinks, cups and cans everywhere, broken bottles, vomit, and general disgusting chaos.

b. RECEIVING A REGULAR CHEEZE

If you are using the space during the weekday, it is advisable to come by a few hours before your event to tidy up the place before your event due to Regular Cheeze Mess. During the weekends, you should receive the Cheeze in clean and tidy order.

c. RECEIVING A MESSY CHEEZE

If you receive the Cheeze during any day with a "Party Mess", depending on the severity of the mess, your cost of rental will be reduced significantly. A great effort will be made to prevent this from happening.

7. Leaving the Cheeze

a. ORIGINAL CLEANING DEADLINE

"Party Messes" will not be tolerated if left past noon the day after the event, especially on school days. Offending groups will be immediately charged \$200 if the Cheeze is considered left with a "Party Mess" past noon. If the mess is not cleaned up by 8am the morning after that *or* by the start of the next booking, whichever comes first, \$400 will be charged to the group. Extensions for clean-up may be requested by contacting the Executive Secretary and awarded upon his or her discretion.

b. EXTENSIONS ON CLEANING

If you "missed a spot", you will be contacted and given until 8am the morning after *or* until the start of the next booking, whichever comes first, to rectify the situation. Party messes will still be charged.

c. DAMAGES

Any damages, including graffiti, (inside and outside) will be charged to the renting group, unless another arrangement is made.

Total charges for messes and damages may exceed the \$400 deposit if necessary.

d. CLEAN-UP CHECKLIST

- Pick up garbage from inside and outside (front and back) of the Cheeze
- Clean up any and all vomit and other fluids
- Clean out pitchers and drip tray if the tap system was used (leave the tap system itself where it is, the Head Bartenders will clean those out).
- Take away all empty bottles and cans
- Sweep
- Mop if spills were made. Do not leave sticky floors!
- Empty garbage cans and replace with new bags
- Dump garbage bags/cardboard into the two dumpsters in the alley behind the Cheeze
- Wipe down all tables and counters
- Wipe down couches, railings, walls, arcade machines, etc, if any spills were made on them
- "Tidy" the place up...stack chairs, line up couches, etc.
- Take away any left over foodstuffs by the end of the week

Remember: Clean up deadline = noon the next day!!

8. Using the Tap System and Sound Equipment

a. TAP SYSTEM

Our Head Bartenders will set up the system for you and train your volunteers to use it if you provide them with enough time to schedule you in for a \$50 donation to the Engineering Undergraduate Society.

Please contact the Executive Secretary to make arrangements at least two weeks prior to your event.

d. SOUND SYSTEM

The Sound System can also be set up for you if you provide us with enough time to find you someone for a \$50 donation to the Engineering Undergraduate Society.

Please contact the Executive Secretary to make arrangements at least two weeks prior to your event.

9. Use of the BBQ

a. CHARGES

The Outdoor BBQ Pit can be used free of charge to any groups booking the space. You may book only the BBQ for \$50 using the same booking form (check off the "BBQ Pit Only" box).

b. EQUIPMENT

We do have spatulas and such available...somewhere...but it is advisable for you to bring your own equipment to ensure that you have it. You will need charcoal and lighter fluid/lighter as well.

c. CLEANING

Please clean off the grills and dispose of any garbage in and around the pit after use.

d. DAMAGES

Damages to the Pit (broken grills, etc) will be charged even though no damage deposit is taken.

10. Bartending at your Event

For a donation to the Engineering Undergraduate Society, we can arrange for volunteers to help bartend at your event. Please contact the Executive Secretary at secretary@ubcengineers.ca to discuss.

11. Preferred Method of Payment

The preferred method of payment is by cheque with the fee and damage deposit written on separate cheques.