

**NOTE:** All bookings are automatically Pre-Approved for your convenience. Bookings are carefully monitored by the Administrative Assistant to the Chair and may be cancelled if they do not meet the [Room Booking Guidelines](#). Bookings may also be switched to another room, rescheduled, or remain as scheduled depending on its priority status. If you have any questions about your specific booking, please review the Room Booking guidelines. You may also contact [psychchairadmin@yorku.ca](mailto:psychchairadmin@yorku.ca) for further assistance.

## Room Booking Guidelines

version 1.02

### Booking Online

- A. Room Bookings must be booked using the “Microsoft” electronic booking form designed by the Administrative Assistant to the Chair, except:
  - I. It is not possible, such that, there is already a booking in place between the hours of operation of a given time and day for the room, and you have **urgent circumstances** that the electronic booking form does not have a time and date allotted by the electronic booking system; and,
  - II. If the person booking the room has urgent circumstances that the booking cannot be moved to any other day due to the nature of their booking
    - i. **urgent circumstances** meaning that the booking participants for whom the booking is made to serve, “reasonably” cannot attend the booking on another time and date other the time and date being requested; or
    - ii. **urgent circumstances** meaning if the room booking is an Ad Hoc request approved by the Operations Manager of the Department of Psychology

### Automatic Approval

- B. **All Room Bookings are automatically approved** by design for efficiency, and so anyone booking a room do not necessarily need pre-approval. All room bookings **will be reviewed** as they appear on the event calendar of the Administrative Assistant to the Chair, and once successfully reviewed, will be either cancelled, rescheduled, or remain as scheduled, based on priority status:
  - I. Priority status is determined by *reason* such that: it would or would not be “reasonable” for a booking to take place on the requested date, time, and room number based on, but not limited to:
    - i. Verbal or Written Contract
    - ii. Participant Attendance
    - iii. Urgent Circumstances outlined in section II (see above)
    - iv. Details of Event
    - v. Space
    - vi. Security
    - vii. Conflict of Interest

### Confirmation Email

- C. All room bookings will have a “confirmation email” that is provided to the email address provided to the room booking system. This confirmation email is to confirm that the room booking “action” has taken place and is to confirm that your room booking details are approved, unless notified otherwise.

## Reschedule

- D. Once a room has been booked, the room booking can be rescheduled at the discretion of the person who booked the room initially (or the person who has authority to reschedule), and no penalty will apply for rescheduling at this time.
- E. An electronic confirmation of reschedule, or an update to the room booking will notify the person who booked the room and the Administrative Assistant to the Chair, so there is no need to inform the Administrative Assistant to the Chair. The room booking will automatically be changed.
- F. Once a review has taken place and it is determined that your room booking needs to be “rescheduled” due to its priority status review, you will be notified by email from the Administration Assistant to the Chair to reschedule the room booking to another date (*this reschedule option can be found in the “confirmation email” first sent to the email provided in the original room booking*).
  - I. The room may also be rescheduled and switched to another room if this is determined as a reasonable action during the priority status review.

## Cancellation

- G. Once a room has been booked, the room booking can be cancelled at the discretion of the person who booked the room initially (or the person who has authority to cancel), and no penalty will apply for cancelling at this time.
- H. Once a review has taken place and it is determined that your room booking needs to be “cancelled” due to its priority status review, your room booking will be cancelled and removed from the event calendar with or without an explanation (at the discretion of the Operations Manager).
- I. An electronic confirmation of cancellation of the room booking will notify the person who booked the room and the Administrative Assistant to the Chair, so there is no need to inform the Administrative Assistant to the Chair. The room booking will automatically be changed to cancellation status.

## Notices

- J. Once a room has been booked and remains booked up to the hour of the booking, the email associated to the room booking will receive a 1 Hour booking reminder notice.
- K. Once room BSB 101 has been booked, 15 minutes before the booking, a Numerical Code will be sent via automatic notification with the numerical code in bold.
- L. Once a room booking has passed after 15 minutes of the booking, the email associated to the room booking will receive a thank you notice and reminder to book another room booking in advanced.

## Room Switching

- M. Once a room has been booked, if the person who booked the room wants to switch a room, they would need to:
  - I. **First:** Book the desired room at the desired time and date
  - II. **Second:** Cancel the original room booking at no penalty

## **Room Booking Access**

### **N. YU-card Access**

YU-card access is required to enter the Endler Room (BSB164) and Minden Room (BSB163). If your room booking requires YU-card Access, and your room booking is outside of the hours of 8:30 AM and 4:30 PM, you will need to have your YU-card Access programmed for the use of BSB164 and BSB163. For YU-card Access please complete this form: **Request YU-card Access**

### **O. Key Access**

A physical key is required to enter BSB 014A, BSB 061. If your room booking requires Physical Key Access, and your room booking is outside of the hours of 8:30 AM and 4:30 PM, you will need to sign out the physical key with the Administrative Assistant to the Chair in Office of the Chair during the regular office hours.

### **P. Keypad Access**

A numerical key is required to enter BSB 101. If your room booking requires Keypad access, the Room Booking System will automatically send out a notification 15 minutes before your booking with the Keypad Access Numerical Code for the door.

- Q. All guests who are meant to attend a room booking event are considered Authorized Guests; and no unauthorized guests will be allowed to attend a room booking. If this occurs and the unauthorized guests does not leave the premises, please contact York University Security Services.

## **Clean Up**

- R. All rooms that are booked must be returned to the way it was before the booking; any rooms that are not cleaned will be classified as damaged and cleaning services may be at the cost of the person who booked the room.