

The Board has agreed to a new policy for personal use of space by staff. You should be aware of the main provisions which are listed below:

1. This policy relates to Society and Recreation staff and to space directly controlled by the Society (ie not the schools or library). Eligible staff are those who normally work at least 20 hours per week.
2. Staff wishing to book space for personal use may do so in the normal way through the Activity Co-ordinator, and at the normal rental rate. These bookings will be confirmed and paid for in the normal way and will be a subject to bumping only by the Board and in "emergencies".
3. Staff wishing to book space at no cost may do so through the Activity Co-ordinator. However all such bookings will be pre-empted if a request or an opportunity to rent the space occurs up to a week before the date of space use. If this happens, the free staff booking will be cancelled without the opportunity to keep the booking and pay for it.
4. In taking advantage of the opportunity of free use of space, staff should ensure:
  - a) that there are no profit-making or fund raising events and;
  - b) that events are primarily for staff and family members.
5. Facilities must always be left clean and tidy whether the booking is paid or free.
6. Free use of space outside of normal operating hours will be at the discretion of the Manager of Administrative Services and, when granted, charges will be made for any extra costs incurred (e.g. overtime).
7. Bookings for the racquetball courts are not included in this policy. For racquetball courts pre-booking can be arranged at the full fee. Free use cannot be booked in advance and is permitted only when there is no one using or requesting the courts at the time.

Memorandum September 27, 1990