



Conference Room Policy

2021-2022

1 Terms of Use

There is one conference room in the SSC building that is available for ESSF members. This room is offered as a service to ESSF members but are not a right of a member to use.

This room is allowed to be used for association business only, not for personal use. Also make sure that you leave the room nice and clean.

2 Reservations

Only the secretary of the ESSF member associations can make reservations for this room through the DMS system. As a result, all reservations made by an association are known to the board and the board is therefore also responsible for use of this room.

Since there is only 1 room available for 37 associations, it is possible that reservations overlap. Hence, the following arrangement is used for assigning priority to the reservations:

1. ESSF related events benefiting all members (Introduction Week, LSSW, GNSK etc.);
2. Use determined by the SSCE (referred to as: primary use);
3. Meetings of importance for your entire association (GMMs for example);
4. Meetings of either the auditing committee or the advisory council;
5. Other activities and events.

The following timetable applies to reservations:

- Use of the rooms can for reasons 1 to 4 can be done more than 3 weeks in advance (up until 6 months in advance)
- Until 3 weeks before the reservation in question, your reservation may be cancelled due to another member having priority. The ESSF decides on this. You can email us with a request to get priority use of the room.
- From three weeks before your reservation date, every reservation is final. First come, first served. The ESSF will not grant any priority use requests from any other members, even if they would get priority on the priority scale (see above).

By these rules, you will always be certain that you can use the room **three weeks** in advance. However, we can **never** guarantee this before the three-week deadline. Remember that using this room is a service to, not a right of, ESSF members.