

Peace Arch Soccer Club

Field House Booking Policy

(approved April 3, 2006)

1. All members of the PASC Executive, and only such persons, are authorized to make a Field House booking or cancellation on behalf of the Club.
2. All bookings and cancellations (be it for meeting, banquet, or dressing rooms) will be made via e-mail to the Field House manager [currently Nick Dokter - ndokter@telus.net]. A copy of the e-mail (cc) will be sent to the PASC Field House Liaison. The e-mail shall state the purpose for the booking. It will also note in the signature block that the sender is a PASC Officer or Director.
3. In the event that a timely reply is not received from the manager, the PASC member seeking to reserve a room will make reasonable attempts to contact the manager via pager (604) 605-9500. If this does not resolve the delay, the member may contact the Liaison for assistance.
4. In the event that the Liaison has a concern with a booking or cancellation, the Liaison will contact the PASC member involved and reasonably discuss the concern. The Liaison will not intervene in a booking request and unilaterally cancel any booking, even if it appears that the booking has been requested without appropriate purpose. There may be information at play of which the Liaison is not aware. In the event that the Liaison's concern still remains after discussion with the PASC member, the Liaison will inform the PASC President and Vice-President.
5. In the event that a PASC member is unable, due to urgency, to use e-mail to request a booking or cancellation, and conducts same by telephone, the member will subsequently inform the Liaison via e-mail within a reasonable time.
6. The Liaison will inform the Field House Board of Directors and manager, in writing:
 - a) of the names of all PASC Executive members,
 - b) of any subsequent change(s) to the Executive membership,
 - c) that any member of the Executive is authorized to make bookings on behalf of the Club,
 - d) that no other person is authorized to do so,
 - e) that all PASC bookings and cancellations will be made via e-mail, except in urgent circumstances,
 - f) that any such e-mail, to constitute a valid request from the Club, must display that a copy (cc) was sent to the Liaison, and
 - g) that the Club requests the manager send to the Liaison a copy (cc) of any manager replies to PASC booking or cancellation requests.