



Subject: Facilities Operations

Date Passed by Council:

Last Date Revised: January 28, 2015

Expiration Date:

Committee:

Note - All terms will hold the same definition as outlined in the Dalhousie Student Union Constitution

1. PRIORITY BOOKING

a. The first priority regarding the assignment of Dalhousie Student Union Building facilities will, at all times, be given to normal Student Union-approved requirements on a first-come, first-serve basis.

b. For the purpose of this document and other DSU policies, organizations wishing to use, or in process of using, the building and its facilities shall be classed according to the following order of priority:

- Student Union initiatives - (e.g. committees of the Student Union, special events of the Student Union, etc.).
- Student Union Organizations - these organizations have a direct affiliation with the Student Union and must have a ratified or provisionally ratified constitution on file in order to qualify for use of facilities.
- University-Related Organizations - these organizations include organizations formed by faculty, Alumni, or staff of the University and groups or committees sponsored by any of the departments of the University for extra-curricular purposes.

c. Outside Organizations – these are organizations from outside the University community and should, where possible, be confined to education, charitable and service organizations during the regular academic session.

2. ADVERTISING

a. Commercial advertising is prohibited from the washrooms of the Student Union Building. Advertising is not permitted to be placed on the exterior of the facility.

b. All forms of advertising in the SUB (including posters, chalkboard ads, electronic marquee, banners, etc.) must comply with University Alcohol Policy. Any material in violation of this policy will be not be stamped for approval and if found posted, will be removed.

c. Advertising material which promote competing venues will not be permitted.

3. POSTERS, BANNERS AND BULLETIN BOARDS

a. All posters and bulletins to be posted on general use bulletin boards must be stamped for approval by the Student Union Building Information Centre.

b. Posters and bulletins may remain posted for a maximum of one week.

c. Posters are to be placed on bulletin board space only. Any posters, stamped or not, found on windows, doors, pillars and walls will be removed. Exceptions can be made for DSU posters, Election posters, or special event signage.

d. Any posters or signs that are required for special events must be approved by the Vice-President Internal or their designate.

e. Posters and bulletins placed in Student Union facilities for the purpose of an official DSU election, referendum, or plebiscite shall be governed by elections policy.

f. Banners must have the approval of the Executive or their designate before they can be posted

g. Use of bulletin board space in the Student Union Building will be designated at the top each board. Where no such designation exists, the bulletin board is for common use/general notices.

h. Student societies may apply to the Vice President (Internal) or their designate to use designated bulletin board space. The Vice President (Internal) shall decide, at their discretion, which of these groups, if any, get to use designated bulletin board space.

i. Groups (i.e. student societies) may apply to the Vice President (Internal) or their designate to use designated chalkboard space.

j. All posted material in the SUB (including posters, chalkboard ads, electronic marquee, banners, etc.) must comply with University Alcohol Policy.

k. Posters, banners and other material that promotes competing venues will not be permitted.

l. Posters in violation of these rules can be removed by building staff. Groups may be held responsible if violation of these policies results in damages to

Student Union facilities.

4. BROCHURES, FLYERS, PAMPHLETS AND STICKERS

a. Brochures, flyers, or pamphlets may not be distributed in Student Union facilities or on Student Union property without the express permission of the DSU Executive or their designate.

5. COURTESY PHONE

a. There shall be a courtesy phone at the Information Centre. Use of this phone shall be restricted to students and guests making local calls. There shall be a five-minute per visit time limit on the use of this phone.

6. DISTRIBUTION OF PUBLICATIONS

a. Dalhousie student publications, specifically the Gazette and the Sextant, and Dalhousie University publications, including Dal News, are permitted to be distributed in the SUB.

b. Non-profit publications may be permitted to be distributed in the SUB by providing a nonprofit registration number and submitting a request for such permission to the Vice-President (Internal) or their designate.

c. All other publications may be distributed in the SUB, subject to approval by the Executive of their designate and the payment of the distribution fee charged by the DSU.

d. All publications distributed in the SUB are restricted to designated locations that have been approved by the Executive or their designate.

7. ENVIRONMENTAL SUSTAINABILITY

a. The Dalhousie Student Union and its employees will try to minimize their impact on the environment through methods such as recycling paper, recycling water and efficient usage of electricity in DSU managed properties.

b. In the event of large scale renovations, the Dalhousie Student Union will attempt to minimize the environmental impact of such endeavors.

8. OPERATIONS MANUAL

a. The Dalhousie Student Union will maintain a manual of operating procedures for the Student Union Building.

b. The manual will be reviewed and amended as needed by the Board.