



ISSAC Policy Manual: Global Connections Student Lounge and Training Room

Last Updated: February 18, 2015

GENERAL INFORMATION

The Global Connections (GC) Student Lounge is located in Room 70 Lower Place Riel and the GC Training Room is located in 70.4 Lower Place Riel. The purpose of the GC Student Lounge and Training Room is to provide a meeting and educational space to encourage social and intellectual engagement among international and Canadian students.

The GC Student Lounge is open from 6:30 am to 12:00 am on Monday through Friday, 6:30 am until 11:00 pm Saturdays and Sundays, and closed on all university and statutory holidays. For safety purposes, surveillance cameras are placed in the GC Student Lounge and Training Room. A telephone and TV screen are available for use in the GC Student Lounge. The telephone located in the GC Lounge is for personal call (excluding long-distance) and for emergency situations. The TV has inputs for laptop, video, and gaming equipment.

The GC Training room (70.4) comes equipped with a projector screen, computer input, internet, and teleconference capabilities. Both the GC Student Lounge and Training Room are available for bookings in accordance with the contents of this policy. For the purposes of this policy, the GC Student Lounge and Training Room will also include the option to book the ISSAC Kitchen/Staff Room in conjunction with an event in the GC Student Lounge.

The student associations' office (70.2) is available for student clubs to use either openly (when available) or to book for meetings or special projects. The space currently has seating capacity for 10 people. A telephone has been provided for use by student clubs (ext. 7767). The space also contains storage units for club materials.

The GC Lounge Kitchen (formerly the Study Abroad Resource Centre) is available for general use and booking. The kitchen contains additional seating, another sink and counter unit, and a full-size fridge accessible from 8:30 – 4:30 on weekdays, as well as after hours and on weekends if booked by a student club.

The ISSAC Board Room (80.4) is available to be booked by student clubs when a) the ISSAC manager or designate has deemed so and b) an alternative space is not available for booking.

1. STUDENT OFFICE SPACE

- 1.1. All University of Saskatchewan student clubs that wish to have access to student office space must fill out the International Student and Study Abroad Centre (ISSAC) Student Association/Club Office Space application, available at <http://students.usask.ca/pdf/global%20connections/ISSAC%20student%20office%20application%20UPDATED.pdf>.

2. BOOKINGS

- 2.1. All booking requests can be made through the ISSAC front desk, either in person, through e-mail, or over the phone. Please be prepared to provide your contact information at the time of booking (Name and Club name, NSID)

- 2.2. The GC Student Lounge and Training Room are available for booking 6:30 am – 12:00 am Monday to Friday and 8:00 am – 11:00pm on Saturday and Sunday. The GC Student Lounge and Training Room are not available on statutory and university holidays.
- 2.3. The GC Student Lounge and Training are available for bookings by members of the university community exclusively. ISSAC approves and confirms bookings in the following priority:
 1. ISSAC or SESD functions.
 2. International Office and International Research Office programs and activities.
 3. U of S Language Centre programs and activities.
 4. Ratified student clubs/association functions.
 5. University Learning Centre, Gwenna Moss Centre for Teaching Effectiveness functions associated with international education or international students.
 6. Multi-faith Chaplains Association events and/or academic departments hosting internationally focused sessions/events.
- 2.4. The GC Student Lounge and Training room can be booked together or separately. Requests can be made to book the Global Connections Lounge Kitchen in conjunction with the GC Student Lounge. Requests can also be made to book sections within the GC Student Lounge for small group meetings, provided the agenda of an event does not conflict with the events in other sections of the GC Student Lounge, and does not discriminate or exploit other students.
- 2.5. If there are conflicting bookings, priority will be given according to section 2.3 and the other party will be notified for rescheduling.
- 2.6. Events booked in the whole GC Student Lounge must be inclusive for all students, staff and/or faculty who wish to remain in the space during the event.
- 2.7. Multiple bookings for the GC Student Lounge and Training room to host meetings and events are subject to approval of the Manager of ISSAC or designate in conjunction with 2.1 and 2.2.
- 2.8. Event bookings made outside of regular University hours (weekdays: 8:30 am – 4:30 pm) will be reported by ISSAC to the Campus Safety and the University of Saskatchewan Students' Union (USSU).
- 2.9. Any public complaints that stem from inappropriate noise levels, video gaming, videos or films, language, and behaviour during an event can result in action from ISSAC and Campus Safety. ISSAC may shut down an event as a result of complaints. Campus Safety has the right to shut down an event in such instances outside of ISSAC hours of operation.
- 2.10. Eligibility and final approval for bookings will be determined by the ISSAC Manager or designate as per 2.1 to 2.5
- 2.11. If events are held on weekends or after regular office hours, keys to the GC Training Room and GC Lounge Kitchen must be signed out during the ISSAC office hours. The keys must be returned through the drop-box located at the entrance to the ISSAC main office outside regular office hours.

3. PUBLICITY

- 3.1. Posters intended for the GC Student Lounge should be brought to the ISSAC front desk for approval. Following approval, posters may be placed on the designated boards. A maximum of 2 posters may be brought to the front desk for approval.
- 3.2. All advertising and publicity programs must be done in line with the university's policy on *Student Advertising and Publicity* at http://www.usask.ca/university_secretary/policies/student/6_03.php

4. FOOD AND VENDING

- 4.1. Events that require food in the GC Student Lounge and Training room must first seek catering options provided by the food vendors in Lower Place Riel and Louis' within reason. If food vendors cannot cater to your requests, groups may consult the USSU and the ISSAC Manager or designate before food is delivered from an off-campus vendor.
- 4.2. For potluck events, groups must take necessary steps to ensure proper food safety during preparation, and presentation (e.g. the use of chafing trays and the marking of dishes that may contain nuts or other allergies)
- 4.3. Food cannot be cooked on site. This includes use of ovens, deep frying, slow cookers, etc. The microwave may only be used for reheating food (i.e. no popcorn or cooking of raw foods).
- 4.4. The GC Student Lounge and Training Room may not serve as a location for the sale of goods or services for profit. However, pending the approval of the ISSAC Manager, the GC Lounge and GC Training Room may include vending and fundraising.

5. AV EQUIPMENT AND COPYRIGHT

- 5.1. The showing of films is permitted in the GC Student Lounge and GC Training room subject to Section 2 (Bookings) and the University's policy on *Use of Materials Protected by Copyright*: http://www.usask.ca/university_secretary/policies/operations/Copyright.php
- 5.2. Groups have access to a limited supply of ISSAC laptops, a DVD player, audio, and video cables from the ISSAC front desk. Personal electronic devices that abide by Section 2 are permitted for events, and are the responsibility of the groups to ensure that your device is compatible with the ISSAC equipment.
- 5.3. Broadcasting and viewing of live television (including sports) is permitted as per Section 2.

6. TERMS OF USE

- 6.1. All users of the space must treat each other with dignity and respect and must comply with the University's *Standard of Student Conduct*: http://www.usask.ca/university_secretary/honesty/StudentNon-AcademicMisconduct.pdf

- 6.2. Bookings must be cancelled at least 24 hours before the event. The consistent failure to cancel events will result in the revocation or denial of access to booking the GC Student Lounge and Training Room at the discretion of the ISSAC Manager or designate.
- 6.3. Events that include children must demonstrate adequate supervision and require approval from the ISSAC Manager or designate.
- 6.4. Furniture that has been rearranged for any events or meetings must be placed back into its original position at the end of every event. The tables must be wiped clean and litter placed in garbage cans, contact janitorial staff/USSU immediately for support if needed.
- 6.5. If the GC Student Lounge, GC Training Room space, equipment or furnishing is damaged during an event, the group that is responsible for the event must inform ISSAC during business hours, 8:30 am to 4:30 pm on weekdays. ISSAC will then inform Campus Safety of any such damage.
- 6.6. During an event outside business hours or on weekends, any damage to equipment or furnishing in the GC Student Lounge and Training room must be reported by the group immediately by phone to Campus Safety 966-5555.
- 6.7. Smoking and alcohol sales or consumption are prohibited in the GC Student Lounge, GC Training Room, and the ISSAC Kitchen/Staff Room.
- 6.8. No animals are allowed in the GC Student Lounge and Training Room unless assisting persons with disabilities.
- 6.9. ISSAC is not responsible for any personal items; stolen, lost, or damaged in the GC Student Lounge and Training Room.

7. OVERSIGHT

- 7.1. Oversight of the GC Student Lounge and Training Room is the responsibility of the International Student and Study Abroad Centre (ISSAC) Manager, or manager's designate.

Contact

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