



University of Calgary Graduate Students' Association
1030 ES, 844 Campus Place NW
Calgary, Alberta T2N 1N4
Tel (403) 220-5997 Fax (403)282-8992
www.gsa.ucalgary.ca

Operating Procedure: That Grad Space

Procedure Statement

The following document outlines the Association's operating procedures for dedicated Association space located in Crowsnest Hall, CR120 (That Grad Space). This document is designed to provide information to all Association Active Members, Staff Members, and Volunteers in the operating procedures of That Grad Space.

Definitions

All defined terms which are used, but not defined herein, and which are defined in the Bylaws of the Graduate Students' Association of the University of Calgary shall have the meaning given to them in those Bylaws.

"Active Members" means all persons registered as graduate students in the Faculty of Graduate Studies or as Credit Certificate and Diploma Program students at the University of Calgary who pay full- or part-time Association fees.

"Association" means The Graduate Students' Association of the University of Calgary.

"Executive Officer" (EO) is a full-time staff member responsible for managing the day-to-day operations of the Association; the Executive Officer reports directly to the Board.

"Graduate Representative Council" (GRC) is a group of Active Members from eligible departments at the UCalgary; GRC members deliberate on issues affecting the Association, offer advice to the Board, and disseminate information to other Active Members.

"Staff Member" means all persons employed by the GSA in a paid capacity, whether full-time, part-time, term certain, or contract.

"Third Party" means individuals or organizations including but not limited to Department Graduate Associations, University Faculties/Departments, other campus-based groups, or external organizations.

“**Volunteer**” means all persons employed by the GSA to implement aspects of the Association’s programs or services in an unpaid capacity.

“**UCalgary**” means the University of Calgary.

Applicability

This document applies to all Active Members of the GSA, Staff Members, Volunteers, and third parties using That Grad Space.

Reason for Procedure

The purpose of this document is to:

1. Provide clarity regarding the access and acceptable use of That Grad Space;
2. Outline the procedures for the operation and use of That Grad Space;
3. Outline the booking procedures for That Grad Space.

It is the responsibility of all GSA Active Members, Staff Members, and Volunteers to ensure they are aware of and adherent to this procedure document.

As per the Use of Space and Equipment License Agreement between the UCalgary and the Association, the Association is responsible for all activities in That Grad Space. As such, all rules and regulations outlined in Appendix B must be adhered to.

Non Compliance

This document contains procedures that carry significant liability for the Association as it relates to use of That Grad Space. Failure to comply with this operating procedure could result in event cancellation or a ban from That Grad Space.

This operating procedure is subject to change without notice and it is the responsibility of all GSA Active Members, Staff Members, and Volunteers to ensure they are aware of and adherent to the most current version of this procedure document.

Roles and Responsibilities

It is the responsibility of the Executive Officer (EO) to ensure this document is adhered to in its entirety.

Contacts

Subject	Contact	Email
----------------	----------------	--------------

Executive Officer	Jason Unsworth	jason.unsworth@ucalgary.ca
President		Pres.gsa@ucalgary.ca
Events Coordinator		Events.gsa@ucalgary.ca

Procedures

1. Hours of Operation

- 1.1. That Grad Space shall be accessible between 8:00 am and 8:00 pm from Monday to Friday.

2. Access to space

- 2.1. All graduate students shall have access to That Grad Space via Unicard. The list of graduate students shall be provided to campus security to update access by the EO at the start of every term.

3. Acceptable use of space

- 3.1. All events must be approved in advance by the Board, or designate.
- 3.2. That Grad Space must be open to all Active Members and their invited guests at all times regardless if an event is happening or not. People hosting events must ensure that any signage posted for their events or advertisement says, “open to all graduate students”;
 - 3.2.1. That Grad Space may only be closed for private events after approval in advance of the event taking place from the Board.
- 3.3. The organizer of any events that take place in That Grad Space is responsible for the set-up and tear-down of the room. That Grad Space must be left in the same condition it was found;
 - 3.3.1. Any support required in relation to event coordination, set-up, and tear-down must be coordinated through the Association’s Events Coordinator.
- 3.4. Alcohol is not permitted in That Grad Space unless prior written authorization has been obtained from UCalgary’s Director of Ancillary Services.
 - 3.4.1. Event organizers must obtain Board approval prior to seeking permission from the Director of Ancillary Services.

4. Booking the space.

- 4.1. Groups or individuals wishing to host an event in That Grad Space can book an event in the space by contacting the Events Coordinator. The event must meet the following criteria:
 - 4.1.1. The event is open to all graduate students;
 - 4.1.2. A Volunteer at the event will be available to lead participants to the muster point should an emergency occur;

- 4.1.3. Contact for that Volunteer is provided at the time of the booking request.
- 4.2. The Events Coordinator shall enter the event into the calendar and include the Volunteer contact information in case of changes or emergencies.

Appendix A: Forms and Templates

1. [Event Submission Form](#)
2. [Events Handbook](#)

All event forms and supporting documents are available on the GSA web page: <https://gsa.ucalgary.ca/eventforms/>

Appendix B: Rules and Regulations

1. Security and Safety

The Licensor may from time to time adopt appropriate systems and procedures for the security and safety of the Building and the licensees and occupants and contents thereof, and the Licensee shall comply with the Licensor's reasonable requirements in respect of such systems and procedures.

The Licensee shall participate in fire drills and evacuations of the Building as directed by the Licensor. In the event of an emergency, the Licensee shall vacate the Building if the Licensor or any public authority so directs in the manner prescribed by the Licensor or such public authority. The Licensee shall have a designate(s) and back up person(s) employed by the Licensee and working in the Building, to act as the Fire Warden for the Premises. Fire Wardens are required to complete the annual Fire Warden Orientations held on site.

The Licensee shall not keep any inflammable oils or other inflammable, dangerous, corrosive or explosive materials in the Premises or the Building or the Project, save and except for incidental amounts used in the Licensee's business operations and kept and used in accordance with all applicable laws.

2. Use of Premises

The Licensee shall not use or permit the Premises to be used for residential, lodging or sleeping purposes, or for the storage of personal effects or articles not required for business purposes.

The Licensee shall not cook or heat any foods or liquids (other than the heating of food in microwave ovens or the heating of water or coffee in coffee makers or

kettles) in the Premises without the written consent of the Licensor, and shall not permit on the Premises the use of equipment for dispensing food or beverages or for the preparation, solicitation of orders for, sale, serving or distribution of food or beverages. The Licensor acknowledges that the Licensee occupies a wet lab area and the Licensee has the ability to cook or heat any foods or liquids for research purposes only

Only persons approved from time to time by the Licensor may solicit orders for, sell, serve or distribute foods or beverages in the Building or use the entrances, elevators or corridors for any such purpose.

3. Operation of Premises

The Licensee shall place all refuse in the receptacles provided by the Licensee in the Premises or in the receptacles (if any) provided by the Licensor for the Building, and shall otherwise keep the Lands and the Building and the sidewalks and driveways outside the Building free of all refuse.

The Licensee shall neither obstruct nor use the entrances, passages, escalators, elevators and staircases of the Building or the sidewalks and driveways outside the Building for any purpose other than ingress to and egress from the Premises and the Building.

4. Repair, Maintenance, Alterations and Improvements

The Licensee shall carry out the Licensee's repair, maintenance, alterations and improvements in the Premises only during times agreed to in advance by the Licensor and in a manner which will not interfere with the rights of others in the Building. Any repair and maintenance that is approved for within the Premises must be in accordance with the Construction Rules and Regulations Manual, which is available from the Licensor or their representative.

5. Deliveries

The Licensee shall not make or receive any deliveries from or to the Premises except through the entrances, elevators and corridors and at the times designated by the Licensor.

6. Movement of Articles

Any furniture or equipment being moved in or out of the Premises by the Licensee shall be moved through the entrances, elevators and corridors and at the times designated by the Licensor. All appliances used to move articles in or

out of the Premises shall be equipped with rubber tires, slide guards and any other safeguards required by the Licensor.

The Licensee shall not place in or move about the Premises any heavy machinery or equipment or anything liable to injure or destroy any part of the Premises or the Building without the prior written consent of the Licensor.

7. Windows

The Licensee shall not install curtains, blinds or other window coverings without the prior written consent of the Licensor. Window coverings that are installed by the Licensee shall comply with any uniform scheme of the Building.

8. Washrooms and Water Fixtures

The Licensee shall be permitted to use those washrooms on the floor of the Building on which the Premises are situated or, in lieu thereof, those washrooms designated by the Licensor from time to time. The Licensee shall not use the washrooms or other water fixtures for any purposes other than those for which they were intended, and no sweepings, rubbish, rags, ashes or other substances shall be thrown into them.

9. Locks and Security Systems

The Licensor may from time to time install and change locks and/or security systems on entrances to the Premises and/or the Building. The Licensee shall be supplied with a reasonable number of keys or other entry devices for each installation. Any additional keys or entry devices required by the Licensee must be obtained from the Licensor at the Licensee's expense. The Licensee shall not place or cause to be placed any additional locks or security systems on entrances to the Premises without the prior written consent of the Licensor. At the end of the Term, the Licensee shall return to the Licensor all keys and other entry devices for the Premises and the Building which are in the possession of the Licensee.

10. Bicycles and Vehicles

The Licensee shall not bring any bicycles or other vehicles within any part of the Lands or Building except in such area or areas designated by the Licensor from time to time.

11. Animals and Birds

The Licensee shall not bring any animals (except working animals) or birds within any part of the Lands or Building without the prior written consent of the Licensor.

12. Antennae, Satellite Dish

The Licensee shall not install any radio or television antenna or satellite dish on any part of the Lands or Building without the prior written consent of the Licensor.

13. Smoking

The Licensee shall not permit smoking in any part of the Building, including the Premises, except in areas, if any, expressly designated by the Licensor for such purpose.

14. Canvassing, Soliciting and Peddling

Canvassing, soliciting and peddling in or about the Building and surrounding lands are prohibited.

15. Employees, Agents and Invitees

In these Rules and Regulations, "**Licensee**" includes the employees, agents, invitees and licensees of the Licensee and others permitted by the Licensee to use or occupy the Premises.