

Dawson Student Union (DSU)

Spaces Standing Regulations

Amended 16 May 2023

DSU Spaces Standing Regulations

Version 1.1 (Amended on May 16th 2023)

1. Spaces	2
1.1. Purpose	2
1.1.1. Club Spaces	2
1.1.2. Service Spaces.....	2
1.2. Oversight	2
1.3. Location	3
1.3.1. Club Spaces	3
1.3.2. Service Spaces.....	3
1.4. Scheduling	3
1.4.1. Register	3
1.4.2. Time Slot	3
1.4.3. Other Reservations.....	3
1.4.4. Service Spaces.....	4
2. Regulations	4
2.1. Club/Service Executives	4
2.1.1. Responsibilities.....	4
2.1.2. Room Access	4
2.2. Safety and Security	5
2.2.1. Entering the Spaces*	5
2.2.2. Emergency Procedures	5
2.2.3. Safer Space Policy	5
2.2.4. Closing Spaces.....	5
2.3. Proper Space Usage.....	5
2.3.1. Advertisement.....	5
2.3.2. Food, Beverages, Alcohol, and Drugs	5
2.3.3. Clean-Up	6
2.3.4. Storage Space.....	6
2.3.5. Furniture Maintenance.....	6
2.3.6. Personal Belongings.....	6
2.3.7. Furniture Placement	6
2.4. Violations	7
2.4.1. Check-Ups.....	7
2.4.2. Warnings	7
2.4.3. Damage	7

1. Spaces

1.1. Purpose

1.1.1. Club Spaces

These spaces are communal and shared between DSU members. They are to be well-maintained and well-preserved. Club spaces are assigned to DSU Student Groups that have attained Official Club status and that remain active. The purpose of these spaces is for clubs to hold their meetings and other club-related activities. Interim Clubs can reserve a club space in advance, with the approval of the VP Operations and Services. However, they are not entitled to a scheduled time slot or door codes.

1.1.2. Service Spaces

These spaces are designated for the DSU to provide student-run and staff-run services to all its members. The Services include but are not limited to: The Hive, The Swap, The Plant, and The Vine Podcast.

1.2. Oversight

The DSU Executive Officers oversee the DSU Clubs and Service spaces. The VP Operations & Services shall determine the schedule and allocation of spaces for DSU Clubs and Services. The Standing Regulations on Spaces are written in accordance with the Protocol Agreement, college policies, the DSU Constitution, and the DSU Clubs Standing Regulations.

1.3. Location

1.3.1. Club Spaces

Only 3 rooms (2C.03, 2C.09 & 2C.11) are available for DSU Clubs use.

a. Communal Rooms

2C.03 and 2C.11 are communal spaces to be shared on rotation with all clubs, except for the clubs assigned to room 2C.09.

b. Stationary Room

2C.09 will be assigned by the VP Operations & Services, in consultation with the VP Student Life, to three (3) clubs for a period of one (1) academic year, after which the stationary room may be reassigned to the same clubs or assigned to different clubs.

1.3.2. Service Spaces

Rooms 2C.10., 2C.10-1, 2C.12 and 2C.14, 2D.1-A will remain as spaces for DSU Services and operational use. Services include but are not limited to: The Hive, The Swap, The Plant, The Vine Podcast, and an extension of the DSU Main Office.

1.4. Scheduling

1.4.1. Register

Club Executives will fill out the Club Schedule Form provided by the VP Operations & Services for specific club space needs and requirements. After this information is submitted, a schedule with all information gathered will be available on the DSU website and a printed copy will be posted in a visible area. This schedule may be modified by the VP Operations & Services upon a club's request.

1.4.2. Time Slot

The club spaces are readily available for accredited clubs throughout the academic school year . Thus, these spaces are accessible starting from one week before the start of the Fall semester until the end of the Winter semester, excluding College closures and/or statutory holidays. The spaces are available Monday to Friday from 9:00 A.M. to 5:00 P.M. Hours are subject to change.

1.4.3. Other Reservations

If clubs wish to reserve a time slot in the communal spaces (rooms 2C.03 and 2C.11) beyond their weekly allocated schedule, they must place a reservation with the VP Operations & Services at least one (1) week in advance and receive confirmation prior to using the space. The reserved slot includes time for preparation and setting up before a meeting and the time for the closing and cleaning up after. Notice of cancellation of a meeting and/or an event must be sent to the Dawson Student Union at least two (2) days in advance whenever possible.

1.4.4. Service Spaces

Service spaces will be scheduled by the VP Services & Operations in consultation with the President and Administrative Director.

2. Regulations

2.1. Club/Service Executives

2.1.1. Responsibilities

Club/Service Executives are responsible for the club/service that they are in charge of. They are responsible for regularly reminding the club/service members about following all regulations and the College Emergency Procedures. A minimum of one Club/Service Executive must always be present when using any of the DSU spaces.

2.1.2. Room Access

a. Club Spaces:

Codes or keys to club spaces and locked furniture (i.e. desks, filing cabinets, etc.) can only be given to Core Executives of accredited clubs by the VP Operations & Services. Club executives possessing codes or keys are prohibited from sharing the code and/or keys with any unauthorized individual(s). Only the VP Operations & Services can authorize individual(s) to receive the codes and/or keys to DSU spaces.

b. Services Spaces:

Codes or keys to services spaces and furniture (i.e. desks, filing cabinets, etc.) can only be given to Service Executives by the VP Operations & Services. Students and staff running the services who possess the codes or keys are prohibited from sharing them with any unauthorized individual(s).

c. Presence and Liability

At least one Club/Service Executive must always be present in DSU spaces when they are being used/open. DSU spaces are to be kept tidy and clean by those using said spaces. The DSU and Club/Service executives are not liable for any lost or stolen personal items left unattended in the DSU spaces.

2.2. Safety and Security

2.2.1. Entering the Spaces*

Anyone entering the clubs or services spaces must sanitize their hands with sanitizer and wear a surgical mask. They should both be provided at the club/service space entrances.

*This applies only when pandemic protocols are in place.

2.2.2. Emergency Procedures

In case of an emergency, Club/Service Executives must ensure that all members abide by the Dawson College Emergency Measures. All belongings, unless essential, must be left out in the spaces and everyone must evacuate the spaces via the respective emergency exits as soon as possible. In cases of urgent repairs where the DSU spaces are to be vacated, the clubs/services will be notified at least a day in advance by the Dawson Student Union.

2.2.3. Safer Space Policy

The DSU is dedicated to providing safer, harassment-free spaces for everyone. The DSU will not tolerate any behaviors that perpetuate racism, sexism, classism, ableism, homophobia, and transphobia (i.e., discrimination on the basis of gender, race/ethnicity, age, class, religion, sexual identity, or ability). All DSU members must respect the Dawson College's Code of Conduct.

2.2.4. Closing Spaces

The last club/service member present in the DSU space is responsible for closing the club/service space room, making sure the space is clean, turning off the lights, making sure the door is locked, and alerting security of any issues.

2.3. Proper Space Usage

2.3.1. Advertisement

Any type of physical advertisement such as posters and flyers must only be approved by VP Operations.

2.3.2. Food, Beverages, Alcohol, and Drugs

No eating or food is allowed in the DSU clubs or services spaces. It is only allowed to drink non-alcoholic beverages. No alcohol or drugs are permitted in the spaces as indicated in Dawson College's Code of Conduct.

2.3.3. Clean-Up

All clubs and services must clean up the spaces after every use. Spaces must be kept tidy and clean. No residues (i.e. food, paint, etc.) must be found in the spaces. All garbage must be disposed of in the hallway bins and must not remain in the spaces. No damage, theft, or vandalism caused to the spaces will be tolerated. Please refer to the Violation Section.

2.3.4. Storage Space

The storage room in 2C.03 can be used by Club and Service to store their equipment in their respective boxes. All things used must be put back in the same place. The access to this room will be regulated by the VP Operations and VP Student Life.

2.3.5. Furniture Maintenance

The furniture in the clubs and services spaces must be used appropriately. The DSU reserves the right to charge the club/service a monetary fee for any damage caused or take away their access to the DSU space. The furniture layout must remain the same as it has been done in compliance with safety regulations. Club/Service executives must inform the DSU of any damaged property. If Club/Service executives enter a room that has already been damaged before coming in, they must send photos and report this immediately to the DSU (e.g. VP Operations & Services).

2.3.6. Personal Belongings

No personal belongings can be left in the clubs and services spaces. The DSU will not be held responsible for any lost or stolen items. It is the responsibility of the club/service members or the Club/Service Executives to take care of their personal belongings. Personal belongings left in the space will be taken to the Lost & Found located in the Campus Life Office (room 2E.4). Items are kept for one semester and all unclaimed items are donated to various organizations after that period.

2.3.7. Furniture Placement

Only furniture and electrical appliances approved by the Dawson Student Union are allowed in the clubs/services spaces. Requests must be made by the Club/Service Executives to the Dawson Student Union in advance. No personal equipment, appliances or furniture will be allowed in the spaces unless given permission by the VP Operations & Services. Windows must not be obstructed and must be left as is. All electricity, heating, phone lines, and secure WIFI access will be provided by Dawson College and must not be interfered with.

2.4. Violations

2.4.1. Check-Ups

A Dawson Student Union representative will perform a physical check-in on a regular basis to ensure Student Groups are following the Club and Services Spaces Standing Regulations. Any violation reported to the DSU will be subject to investigation which could result in warnings and/or revoked access to DSU spaces.

2.4.2. Warnings

a. First Offense

A written warning will be given to the club executives in question to remedy the problem within seven (7) days.

b. Second Offense

The club will be suspended from club spaces for two (2) weeks.

c. Third Offense

The club will be suspended from club spaces for an entire semester.

2.4.3. Damage

Clubs/Services that have damaged any furniture in the DSU spaces are subject to being banned from the DSU spaces and/or fined for any damage inflicted. If any fines are incurred, the money will be deducted from the respective club's/service's budget.