

CENTRAL STUDENT ASSOCIATION

APPENDIX H – SECOND FLOOR STUDENT SPACE ACCEPTABLE USE POLICY

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1. Preamble

The Second Floor Student Space Acceptable Use Policy (“Acceptable Use Policy”) was created out of a necessity to supervise and maintain the usage of the second floor space designated as CSA Student Space, according to the University Centre agreement between Administration and Students (see Appendix I for most current agreement). It shall act to maintain the cleanliness and safety of the second floor student space.

- 1.1. The Acceptable Use Policy is applicable to all CSA Accredited Clubs, CSA staff, CSA services and programs.

2. Space Infractions

2.1. Upon the misconduct of a CSA Club or Club members regarding student space, punitive action will be determined by the Club Coordinator with reference to Appendix F: Clubs Handbook, section 3.4. Punitive Action and the following scale. The following definitions are to be used as a guideline. Political activity and civil direct action will be protected under the policy.

- 2.1.1. Minor infractions include but are not limited to minor damage to furniture or student property, such as unwanted graffiti, minor theft or leaving a club office unlocked and unattended.
- 2.1.2. Major infractions include but are not limited to a continued pattern of aggravation, actions causing structural damage to CSA club space or student space, or endangering the safety of staff, students, or community members, including hate graffiti.

3. Graffiti Wall

- 3.1. The Graffiti Wall was created by students in order to create a space for expression, without fearing permanent markings that may prove oppressive in the nature of their statements.
- 3.2. Statements on the Graffiti Wall must not be oppressive and comply with Appendix E, Section 5.0 on Students Rights Issues. If statements are deemed offensive or infringe upon students' rights, the matter will be brought to the Executive Committee and the Graffiti Wall may be repainted. Until then, the CSA will cover the material in question with a sheet of paper.
- 3.3. At no time shall commercial advertisements be allowed on the Graffiti Wall.
- 3.4. It shall be the responsibility of the Vice President Student Experience, in collaboration with the Front Office Manager, to ensure supplies are readily available and that notices are posted referring students and groups to this policy.

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- 3.5. Re-painting of the Graffiti Wall will be completed annually within the first two months of the summer semester, or as needed at the discretion of the Executive Committee. The Graffiti Wall is to be photographed and archived on the CSA's website prior to being painted over.
- 3.6. Proper safety equipment will be provided for individuals responsible for painting the Graffiti Wall.

4. CSA Service Hallway

- 4.1. The CSA Services Hallway is designated as UC 241 to UC 246.
- 4.2. Any permanent additions/deletions and requires to the hallway should be brought to the attention of the supervising executive and the President for approval (i.e. through the Needs and Training Assessment Form).
- 4.3. The Services Hallway, in accordance with Provincial Fire Code and the maintenance of accessible space, is not to be used as additional storage space. It is the responsibility of the CSA Services staff to ensure their office is adequately arranged so as to allow room for storage of any items (i.e. campaign boards, books, clothing, etc.).
- 4.4. Should pamphlets, brochures, or other promotional material need to be distributed outside of regular office hours, services should request funding for a suitable piece of equipment to hang on the door, outside of the office, etc.

5. CSA Service Offices

- 5.1. CSA Services Offices are designated as UC 241 to UC 246.
- 5.2. Any permanent additions/deletions and requests to the offices should be brought to the attention of the supervising executive and the President for approval (i.e. Through the Needs and Training Assessment Form).

6. CSA Club Hallway

- 6.1. CSA Clubs Hallway shall extend down the entire east end of the UC second floor, except the CFRU and CUPE offices.
- 6.2. For all postering in the Clubs Hallways, please see Section 8.0 Second Floor Postering.
- 6.3. Maintenance of furniture shall be the responsibility of the CSA. However, it is understood amongst clubs and students that usage of furniture is a privilege and should be respected as such. In the event that vandalism is discovered, the Clubs Coordinator and Vice President Student Experience will launch an investigation. Cases of vandalism will be reported to Campus Police at the discretion of the Clubs Coordinator and Vice President

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Student Experience. If the perpetrator is discovered to be a club or club executive, the CSA will refer to Section 2.0 Space Infractions for appraisal of punitive action to be taken. If no perpetrator is discovered and the vandalism exceeds \$1500 in any given fiscal year, the CSA shall review this policy to determine how best to maintain the space and furniture in a safe and responsible manner.

- 6.4. Should CSA Clubs require additional support throughout the Clubs Hallway (i.e. New bulletin board, pamphlet distributor, etc.), the CSA Clubs in question should submit a letter to the Clubs Coordinator and the Vice President Student Experience.
- 6.5. CSA Clubs Hallway must at all times remain physically accessible. As such, Clubs and students should be aware of moving furniture back to it's original location upon completion of its use and taking general care of the space.
- 6.6. Dishes, cutlery, club equipment, and general 'junk' is prohibited from being left in the CSA Clubs Hallway. The Clubs Hallway must, at all times, abide by Provincial Fire Code. If items are left unattended, the CSA has the discretion to remove said items without notification. Should clubs or students require additional short-term storage space, they will contact the Vice President Student Experience to make alternative arrangements. Long-term storage of larger pieces of equipment cannot be accommodated at this time.
- 6.7. The CSA may choose to install new equipment to aid Clubs with space, information distribution, etc. Some items, for example, include bulletin boards, lockers, and brochure stations. When this new equipment is installed, the Clubs Coordinator and the Vice President Student Experience shall coordinate the use of the equipment.

7. CSA Club Offices

- 7.1. CSA Club Offices are designated as UC 215-218, 220-231, 234, 269, 536, and 537. These designations can be re-assigned by the Vice President Student Experience in collaboration with the Clubs Coordinator.
- 7.2. It is to be understood that Club Office is a privilege among CSA Clubs. Office space may be revoked and punitive action sought with reference to Section 2.0 Space Infractions, as determined by the Clubs Coordinator and Vice President Student Experience. Should an appeal be desired, the Club in question shall refer to Appendix F, Policy 4.8 – Decisions of the Tribunal.
- 7.3. Clubs may purchase new equipment and/or furniture for their offices. However, if and/or when the club in question no longer holds that office, it will be the responsibility of the club in question to ensure removal of said furniture and belongings. (Note: clubs may appeal to the CSA to purchase their equipment or furniture.)
- 7.4. Office security is of prime importance. If a club office is left unattended or unlocked for an excessive amount of time, punitive action will be sought with reference to Section 2.0 Space Infractions in this policy.

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8. Second Floor Postering

- 8.1. The purpose of the Second Floor Postering Policy is to maintain quality aesthetic standards for the student space that is consistent with the University's Student Rights and Responsibilities and CSA Policies; to comply with Provincial building and fire codes; to limit areas for commercial postering; and to do whatever we can to reduce the amount of paper waste generated by posters and advertising.
- 8.2. This postering policy will apply to any club, organization or department of the University of Guelph and/or organization, group, or individual (rental companies, magazine subscriptions, etc.) wishing to advertise in any common area of the allocated student space on UC-2.
- 8.3. Posters may be no larger than 18 inches by 14 inches (45 cm by 35 cm), unless otherwise approved by the Clubs Coordinator.
- 8.4. Posters/banners must be in good taste and not violate any policy, up to and including Federal, Provincial, Municipal, University regulations (refer to "Human Rights at the University of Guelph" document) and CSA policies and documents (including anti-aggravation form, policies pertaining to rights of students)
- 8.5. Commercial postering is not permitted anywhere in the student space. Exceptions may be made for cultural events or events/information considered necessary for students and will be approved by the Clubs Coordinator.
- 8.6. No other form of advertising is permitted (i.e. door-to-door, under office doors, pamphlets left on tables, etc.).
- 8.7. Postering locations include the east-end door on to the second floor beside the carpeted-stairs, the bulletin board between UC 227 and UC 228, the bulletin board pasted to the lockers across from UC 223 and the bulletin board in the lobby area outside of UC 220.
- 8.8. Bulletin boards on the doors of offices or immediately outside of offices are the property of the clubs and/or services in that particular office. Should any group desire to poster on these boards, they must first receive permission from the office staff and/or the club(s) belonging to that office.