

## TITLE: BUILDING USE AND ACCESS POLICY

Policy No.: C3000

Category: Operational

Effective Date: August 29, 2013

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### 1.0 POLICY

Langara Students' Union (LSU) maintains the Students' Union Building (SUB) and sets and standards for its use and access. LSU works collaboratively with the appropriate College departments to promote a secure and respectful environment so that all members may enjoy using the SUB.

### 2.0 RATIONALE AND PRINCIPLES

- 2.1 This policy is an operational policy intended to guide LSU in making decisions and providing clear, equal opportunity and access for people of all abilities and backgrounds.
- 2.2 This policy complements the Policy C1000, *Member Code of Conduct*, which specifies behavioural expectations to promote an environment where users of LSU services, visitors, and members of the College community are treated with dignity, fairness and respect.

### 3.0 SCOPE AND DEFINITIONS

#### 3.1 Scope

This policy applies to the use of and access to Students' Union Building (SUB) located on Langara College Campus.

#### 3.2 Definitions

##### 3.2.1 Activity

An activity refers to any event, project, initiative, program, service, benefit, or other actions that are taken, offered or organized in the course of LSU business or operations or incurred while accessing such LSU offerings or on LSU premises.

##### 3.2.2 Assets

Assets are LSU resources, materials, facilities, equipment, human capital, finances, systems, or anything else that could be considered an organizational asset of value.

##### 3.2.3 Director

A Director is an elected member of Council, also referred to as Council Members.

##### 3.2.4 Executive Director

The Executive Director is hired by Council to direct Staff and oversee the regular business of the Union.

##### 3.2.5 Members, Membership (The)

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The membership refers to the collective members of LSU.

**3.2.6 Staff**

Staff are the regular employees who fall under the Collective Bargaining Agreement.

**3.2.7 SUB**

'SUB' stands for the Students' Union Building.

**3.2.8 The Union**

References to 'The Union' mean Langara Students' Union, also referred to as 'LSU.'

**4.0 REGULATIONS**

**4.1 Front Desk Hours of Operation**

The regular hours of operation of the front desk shall be 9:00 am to 6:30 pm on Monday through Thursday and 9:00am to 4:30 pm on Friday from September to April. From May to August, the regular hours of operation of the front desk shall be 9:00 am to 6:00 pm on Monday through Thursday and 9:00 am to 4:30 pm on Friday.

4.1.1 The building will close twice per year. In August the building will close for maintenance and preparation for the new academic semester, and in December the building will close over the Holidays during the same period that the College is closed. Access to the building during this time will be restricted to the Executive Director, Staff, Campus Security and Facilities professionals, approved vendors, and maintenance professionals. Pre-approved Directors and guests only access the building during these times as necessary for approved LSU business and must sign-in and sign-out with Campus Security.

**4.2 Access to the Student Union Building (SUB)**

4.2.1 For security reasons, access to the office outside of regular business hours shall be limited to staff or directors accompanied by staff.

4.2.2 The LSU building shall not be opened unless LSU staff members or LSU vendors are present and working in the building. Outside staff work hours, vendors need special LSU authorization for the building to be opened.

4.2.3 Vendors may access the SUB after business hours and on weekends for the purposes of after-hours training of new staff, restocking supplies, and maintenance purposes only. Vendors may not enter the building until they have reported to Campus Security. Vendors must also report to Campus Security upon departure of the building.

4.2.3.1 Irregularities in procedures as described in 4.2.3 that are reported to the LSU Office will be passed along to the Executive Director (ED). The ED or delegated staff member will provide written or verbal reminder to the

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vendor. Repeat infractions will be reported to Council for decision on any additional actions necessary.

#### 4.3 Safe and Respectful Environment

- 4.3.1 LSU Members will respect, support and align their behaviour and conduct with LSU's values as communicated in Policy A1002, *Values Statement*; and abide by the behaviour and conduct as communicated in Policy C1000, *Member Code of Conduct*.
- 4.3.2 LSU strives to provide a safe and respectful environment in its building for all its employees, members and guests. The LSU will not discriminate and will not tolerate discrimination by its members, employees, guests or others on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age.
- 4.3.3 Verbal abuse, threats of violence, violence or fighting involving employees, members, customers or members of the public will not be tolerated.
- 4.3.4 Vandalizing or misusing LSU premises is strictly prohibited.
- 4.3.5 The LSU does not tolerate the use or transfer or possession of illegal drugs on its premises. Using, trafficking or possessing of any non-prescribed illegal drug on LSU premises is strictly prohibited.
- 4.3.6 Persons who violate any of the foregoing provisions will be subject to any one or more of the following sanctions:
  - 4.3.6.1 discipline up to and including dismissal or loss of membership, where employees or members;
  - 4.3.6.2 ejection from the premises;
  - 4.3.6.3 being banned from entering the premises either permanently or for a defined period of time;
  - 4.3.6.4 being charged for any damages caused, and being sued if not paid.

#### 4.4 Appropriate Behaviour in the SUB

- 4.4.1 Anyone engaging in offensive or inappropriate behaviour in the SUB will be required to leave the premises.
- 4.4.2 Procedure:
  - 4.4.2.1 Alert an LSU staff member. Identify yourself and ask the individual to leave the building.

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- 4.4.2.2 If the individual refuses to leave, contact security by phoning 4444 (604-323-4444) for emergencies or 604-323-5270 for non-emergencies. If security is unavailable or is unable to get the individual to leave, call the Vancouver Police Department.
  - 4.4.2.3 If warranted, tell the individual not to return to the building until the Board of Directors discusses the issue at the next Board meeting.
  - 4.4.2.4 If appropriate, ask the student to attend the next Board meeting to discuss the issues.
  - 4.4.2.5 Ensure that discussion at the Board meeting is held in a confidential and professional manner.

#### 4.5 Posting Notices

- 4.5.1 Any items to be posted in or on the (Students' Union building) SUB must be approved in advance at the LSU office. Approved materials must have an LSU stamp on them signifying approval. All unapproved material will be removed and discarded.
- 4.5.2 Notices may only be posted on LSU bulletin boards but shall not be posted on bulletin boards reserved for the use of the Board of Directors and staff.
- 4.5.3 The LSU has agreed with the College to maintain the integrity of its bulletin boards. Notices which discriminate or advocate discrimination, directly or indirectly, on the basis of prohibited grounds under the Human Rights Code will not be approved and will be removed if posted.
- 4.5.4 The following are strictly prohibited:
  - 4.5.4.1 The use of sidewalk chalking, staked signs, A-frames, sandwich boards or billboards.
  - 4.5.4.2 The posting of materials on windows, doors, building surfaces, hand rails, grounds or trashcans.
  - 4.5.4.3 The use of tacks, nails, staples, glue, or tape is strictly prohibited except on bulletin boards where only tacks and staples may be used.
  - 4.5.4.4 It is the responsibility of the sponsor of an event to remove all signage after an event (including tape).
  - 4.5.4.5 Flyers and brochures may only be posted on bulletin boards and may not be left on tables or coffee tables.

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4.5.4.6 All posters will be removed two weeks after the date on the stamp providing approval.

#### 4.6 Banners

4.6.1 Banner spaces are available for use for a period of up to two weeks. Prior approval must be obtained at the LSU office.

4.6.2 Banner must meet the following specifications:

4.6.2.1 must be constructed of sturdy canvas or vinyl with grommets for hanging;

4.6.2.2 size may not exceed three (3) feet high and ten (10) feet long;

4.6.2.3 all lettering must be waterproof.

#### 4.7 Keys

4.7.1 Building master keys will be issued only to staff personnel whose duties require access to the total building.

4.7.2 Area master keys will be issued only to staff personnel whose duties require access to a limited area.

#### 4.8 Events – External

4.8.1 Holding events on LSU premises without prior permission is strictly prohibited.

4.8.2 Permission to schedule an event on LSU premises must be obtained from the LSU office at least seventy-two (72) hours in advance of the event.

4.8.3 The LSU Building Committee will not approve any request to sublet, rent, lease, lend, occupy or otherwise give access to the LSU building for any non-Students' Union event or function unless one or more of the following conditions are met:

4.8.3.1 The request originates internally within the LSU Board of Directors and/or Committees.

4.8.3.2 The request originates from an LSU staff member.

4.8.4 Furthermore, any and all event requests must demonstrate the utility and benefit of the event that is offered to LSU members.

4.8.5 Permission will not be granted for the following:

4.8.5.1 Selling food (meals, banquets, refreshments, catering services, etc.) for a profit;

4.8.5.2 Any solicitation to sign up for credit cards.

#### 4.9 Alcoholic Beverages

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- 4.9.1 Alcoholic beverages may be sold on LSU premises only by vendors who have obtained prior permission from the LSU office and who are in possession of a license to sell alcoholic beverages and who carry appropriate third party liability insurance.
  - 4.9.2 Consuming alcoholic beverages and possessing open alcoholic beverage containers are permissible only in designated areas under the control of vendors who have obtained permission from the LSU office.
  - 4.9.3 It is the responsibility of the vendor to ensure, by obtaining proof of age or other suitable means, that no-one under the age of nineteen (19) is present in the designated area or is consuming alcoholic beverages on LSU premises.
  - 4.9.4 Whenever alcoholic beverages are served, non-alcoholic beverages and food must also be served.
  - 4.9.5 Alcoholic related advertisements will
    - 4.9.5.1 imply the responsible use of alcoholic beverages,
    - 4.9.5.2 give equal billing to alternative beverages, and
    - 4.9.5.3 indicate that proof of age is required.

#### **4.10 Smoking and Tobacco**

The SUB is a tobacco-free building. Smoking and chewing tobacco are not permitted inside the building or within six (6) meters of any entrance to the SUB. Any designated smoking areas are to be located outside of the building more than six (6) meters from any entrance.

#### **4.11 Parking Lot Access**

The following individuals only will be allowed to park in the Students' Union building parking spots:

- 4.11.1 all staff members,
- 4.11.2 photocopier repair technician,
- 4.11.3 auditors of the Union, and
- 4.11.4 guests as designated by the Board of Directors or staff.

#### **4.12 Bicycles, Inline Skates and Skateboards**

Bicycles, inline skates and skateboards may not be used inside the Students' Union building.

#### **4.13 Shirts and Shoes**

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Due to health regulations both shirts and shoes are required to be worn in the SUB.

#### **4.14 Building Rentals to LSU Committees and Constituency Groups**

- 4.14.1 One (1) LSU representative and two (2) staff can oversee private functions of their committee and/or constituency group. There must be at least one director present at the function to oversee the function.
- 4.14.2 LSU committee and constituency group functions will only be held with prior approval of the Board of Directors.

#### **4.15 Building Rentals for Private Functions**

Individuals wanting to rent the building after hours must receive Board of Directors approval. A building usage contract must be signed and will include the following items:

- 4.15.1 Confirmation of a *Special Occasions License*, if alcohol is served;
- 4.15.2 an agreement to pay for damages and a deposit of not less than three hundred (300) dollars;
- 4.15.3 payment of fifteen (15) dollars an hour for a member of the Board of Directors to monitor the building for the duration of the event;
- 4.15.4 an agreement to clean the building at the end of the function;
- 4.15.5 a sliding-scale fee per hour as determined by the Board of Directors;
- 4.15.6 an agreement to obey all directions given by the director who is present to oversee the function;
- 4.15.7 an agreement that no smoking will be allowed in the SUB or within six (6) meters of any entrance to the SUB.

#### **4.16 Other SUB Building Use**

- 4.16.1 Filming or recording of any kind inside or on SUB premises without permission is strictly prohibited.
- 4.16.2 Individuals or groups who want to use the SUB for personal, professional, or class project purposes involving filming or recording inside or on the SUB premises must apply for permission in writing, addressed to the LSU Building Committee, outlining the purpose and scope of the request and the proposed filming or recording dates and times. Additional information may be requested. Requests must be submitted to the LSU Reception Desk during business hours at least 10 school days prior to the date of the proposed recording or filming. No reasonable requests will be denied.

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4.16.2.1 Individuals or groups who are granted permission to film or record on SUB premises must comply with any additional conditions as may be outlined upon granting of permission.



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**FACT SHEET**

**Relevant Dates**

Approved: August 29, 2013  
Effective: August 29, 2013

**History**

August 29, 2013 This is an updated and reformatted policy that replaces LSU Policies 70 – 84 found in Part 12 of the 2012 LSU Policy Manual. Approved by Council Motion.

**Related Policy**

A1002 Values Statement  
B1003 Council Code of Conduct  
C1000 Member Code of Conduct

**References and Acknowledgements:**

Not applicable.

**Hard Copy:**

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_