

Motion re: Approval of Clubs and Services Bylaw Book Part B (Building)

Whereas, the current “Bylaw III-3 – William Shatner University Centre” is completely outdated, with references to no-longer-existent building feature and descriptions of procedures that are nowhere near what we do or what makes sense to do in practice (eg room booking system),

Whereas, Bylaw Review Committee and the Executive Committee are working toward a complete reorganization of the bylaws into portfolio-specific bylaw books,

Whereas, current bylaws are not user-friendly or organized in a logical way for clubs or other groups who may need to reference them,

Be it resolved, the following C&S Bylaw Book part B replaces the current Bylaw III-3 immediately, with the long-term intention of being incorporated into a C&S Bylaw Book.

Moved by:

Allison Cooper, Vice President (Clubs and Services)

Note to Councilors:

The following final recommended version is the version for approval. More notes on the changes can be found in a separate document still being prepared at the time of Steering Committee on March 25th, 2013.

Table of Contents

Bylaw III-3/C&S Bylaw Part B _____	2
Article 1: General Regulations (Whole Building) _____	2
1.1. Definitions: _____	2
1.2. Building Oversight and other relevant policies: Any member of the Society may propose the introduction of a new rule, the voiding of an existing rule, or the modification of an existing rule by making a written request to the Vice-President (Clubs and Services) to be brought to SSMU Building Committee. Any changes to these rules must be brought to the Building Committee for review and to Legislative Council for approval. _____	3
1.3. Implementation and Enforcement _____	4
1.4. Lost & Found: The SSMU Front Desk Receptionist, with support from the Security Manager, is responsible for maintaining the SSMU Lost and Found. _____	5
1.5. Theft and Damage _____	5
1.6. Dangerous Items _____	5
3. Event Bookings and Equipment Rentals _____	6
4. Offices and Locker Space for Accredited Student Groups _____	6

Bylaw III-3/C&S Bylaw Part B

Article 1: General Regulations (Whole Building)

1.1. Definitions:

- 1.1.1. The William Shatner University Centre, also referred to as the "SSMU Building," refers to the building located at 3480 McTavish and operated by the Society as per the Lease of Agreement with McGill University. In this by-law, "SSMU Building" means the William Shatner University Centre.
- 1.1.2. An "Event Organizer" for the purpose of this bylaw is defined as one of the key point people for an event, designated as such on the Room Booking Request form. At least two Event Organizers must give the SSMU Events Administrator their contact information via the Room Booking Request form for an event request to be approved.
- 1.1.3. The Responsible Group for an event is the group (Internal or External to SSMU) to which the Event Organizers belong.
- 1.1.4. The "SSMU Room Booking System" ("SSMURBS") refers to the online system maintained by the SSMU on the SSMU website for event request submissions.
- 1.1.5. The "Room Booking Request form" is a page of the SSMU Room Booking System (SSMURBS) which requires basic information outlined in the Event Booking Procedures Appendix A from Event Organizers.
- 1.1.6. Accredited SSMU student groups are those McGill student groups which are recognized by the Society as defined in and registered through procedures described in Bylaw book II-1, including:
 - 1.1.6.1. Students' Society activities;
 - 1.1.6.2. Students' Society full- and interim-status clubs, Clubs, services, Services, and publications, Independent Student Groups;
 - 1.1.6.3. Faculty associations and School Associations;
 - 1.1.6.4. 1.5.4 Affiliated with the Students' Athletics Council, Departmental Associations and other groups directly affiliated with Faculty or School Associations are not considered Accredited through SSMU. These groups may only book space for free in SSMU as internal groups by being directly sponsored by their Faculty or School Association, as defined by adherence to the Internal Event definition below by the relevant Faculty or School Association's executives.
- 1.1.7. "Internal" events for the purposes of this bylaw are defined as room or event bookings made in the name of one of the above Accredited SSMU groups, and satisfying the following criteria:
 - 1.1.7.1. The Event Organizers from the Internal group must be present, organizer must be a recognized group executive (as determined in below list and included in most recently updated executive contact form submission – eg club or service or ISG or faculty assoc exec)
 - 1.1.7.2. Event, promotional materials (including but not limited to website, listserv blurbs, posters, etc) must include the Internal group's name,

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1.1.7.3. An Event Organizers must serve as signatory, **for equipment rental form, if applicable, must be from the internal group's executive, making the internal group responsible for any fees, damages, or sanctions incurred before, during, or after the event.**

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1.1.7.4. **Events not meeting the above criteria and not co-sponsored by the SSMU or otherwise deemed exceptionally internal by the Vice President (Clubs and Services) must pay the External room booking fees as outlined in schedule .**

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1.1.2.1.1.8. **First or Fall semester shall run from August 16th to December 31st and the second or Winter semester shall run from January 1st to April 30th.**

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1.1.9. **The Summer semester shall run from May 1st to August 15th.**

1.1.3.1.1.10. **Weekend nights are Thursday through Saturday, inclusive.**

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1.1.4.1.1.11. **Nights are defined as 8PM until 4AM**

1.1.4.1.1.11.1. **Exceptions may be made to the building hours at the discretion of the Building Managers. Extensions of the hours may result in overtime porter fees being charged to the group responsible for the event.**

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1.1.5.1.1.12. **The closing hours for social events shall be as approved by the Building Committee and posted on the SSMU website and listserv for the summer, fall, and winter semesters.**

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1.1.5.1.1.12.1.

1.1.6.1.1.13. **"Building Tenants" refers to those tenants of the SSMU Building with whom the Society holds subleases.**

1.2. **Building Oversight and other relevant policies:** 1.1 Any member of the Society may propose the introduction of a new rule, the voiding of an existing rule, or the modification of an existing rule by making a written request to the Vice-President (Clubs and Services) **to be brought to SSMU Building Committee.** Any changes to these rules must be brought to the **Interest Group Committee or the Executive Building Committee** for review and to Legislative Council for approval.

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1.2.1. **Copies of these rules and regulations will be made available, on request, to any member of the Students' Society on the SSMU website.**

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1.2.1.1.2.2. **1.3 The content of this by-law is subject to change without notice. It is the obligation of each accredited group to keep aware of changes in the Centre's rules and regulations.**

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1.2.2.1.2.3. **In the case of inconsistency between these regulations and any Canadian, Quebec, or municipal law or regulation, Quebec, Canadian, and municipal law and regulations shall always prevail.**

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1.2.2.1.2.3.1. **All events in the Centre and others hosted by SSMU outside the building are subject to provincial and municipal alcohol laws, a copy of which can be obtained from the Building Managers**

1.2.2.2.1.2.3.2. **Room capacities according to fire regulations will be posted on the SSMU Website, and shall always be followed.**

1.2.3.1.2.4. **All fines, charges, and other financial fees referred to in this policy will be determined by the Executive Building Committee of Council, in consultation with the Building Managers, and re-evaluated at least annually. All fees are subject to change without notice.**

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1.2.4.1.2.5. **Building Committee:** Building Committee, **with ratification from SSMU Legislative Council, has final authority over decisions of space allocations and Space Fund-funded renovations projects,** as per the Building Committee Terms of Reference found in the SSMU Committee Terms of Reference Book.

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1.2.5.1.2.6. **Building Managers:** The Vice President (Clubs and Services) and the General Manager (hereinafter "Building Managers"), or either of them, have full authority and responsibility for the implementation of the rules and regulations set out in this by-law.

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1.2.5.1.1.2.6.1. **The Building Managers may make urgent decisions as necessary between meetings of Building Committee, to be later ratified at Building Committee.**

~~1.2.6.1.2.7.~~ **Building Personnel**

~~1.2.7.1.~~ The Building porters shall report to the General Manager.

~~1.2.6.1.1.2.7.2.~~ ~~The Office Events Manager Administrator, henceforth known as the Assistant Building Manager,~~ shall be responsible for coordinating booking and use of the William Shatner University Centre, as outlined in Appendix 1.

~~1.2.6.2.~~ All Porters and Building Personnel employed in the William Shatner University Centre shall ~~have include the logo or words "SSMU" or "Students' Society of McGill University" the following words,~~ clearly displayed under their names (optional), on their uniforms:

~~3.1.1 "Building Staff" and~~

~~3.1.2 "Students Society of McGill University" or "SSMU".~~

All Student Security and pub staff employed by the Society shall have the following words, clearly displayed under their names (optional), on their uniforms:

"~~Student Security, (or Gertrude's, etc.)~~ and "Students' Society of McGill University" or "SSMU."

~~1.2.7.1.2.8.~~ Other SSMU Policies: Equity policy applies to whole building, Constitution always prevails

1.3. Implementation and Enforcement

1.3.1. Sanctions

~~1.3.2.~~ Any violations of these regulations shall be reported by the building porter and/or security personnel to the VP Clubs and Services and/or General Manager.

~~1.3.3.~~ The group concerned shall be notified of such violations by the VP Clubs and Services and/or General Manager Building Managers.

~~1.3.4.~~ Sanctions may be incurred by a responsible group/enforced by the Events Administrator or Building Manager for the following reasons:

~~1.3.4.1.~~ No-show bookings: If an event is not cancelled as per the Cancellation policy and the event is audited.

~~1.3.4.2.~~ Equipment is damaged, lost, or stolen.

~~1.3.4.3.~~ The group is found to have booked the space for use by another group.

~~1.3.3.1.1.3.4.4.~~ Violation of any of the other bylaws in this book, other SSMU bylaws as published on the SSMU website, or the SSMU constitution or other policies.

~~1.3.4.5.~~ Groups that fail to abide by the regulations contained in this section or described above will be sanctioned as decided by the Building Managers. Sanctions may include but are not limited to:

~~1.3.4.6.~~ The responsible group may be charged the resulting hourly porter fee. Failure to pay the fine will render the group ineligible to request space in the Centre Building until the fine is paid.

~~1.3.4.7.~~ The responsible group may be charged for damages or lost equipment, as per the rental agreement form.

~~1.3.3.2.1.3.4.8.~~ The responsible group may lose room booking privileges.

~~1.3.3.3.1.3.4.9.~~ Any organization using space for an event of any kind in the Centre, whether free of charge or rented, shall be held fully responsible to pay for all damage caused to the property of the University or the Students' Society, directly or indirectly, as a result of such event.

~~1.3.3.4.1.3.4.10.~~ The Building Managers, as soon as they become aware of any loss or damage attributable to a specific organization, shall inform the chief executive officer of that organization, in writing, of the nature and extent of the damages. As soon as the costs involved become known to the Building Managers, they shall be communicated to the

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chief executive officer of the organisation, with a copy to the Comptroller. The Comptroller shall set up replacement as a receivable and invoice the group accordingly. If the group in question is funded by the Students' Society, the expense shall be deducted immediately from the group's budget.

The Comptroller shall send a second notice to any organization failing to pay the cost of repair or replacement within one (1) month. Failure to pay within two (2) weeks of the second notice shall render the organization ineligible to have space in the Centre. The Comptroller shall inform the Building Managers when the organization has failed to meet its obligations.

1.3.3.5. — Willful damage to the building or its contents is a serious offence. In all cases, individuals are liable to prosecution under the law. McGill students are also subject to the provisions of the University Disciplinary Code. Article 8 – Daycare Use of the Ballroom

8.1 The children and staff of both the SSMU Daycare and the University Daycare shall be allowed access to the Ballroom free of charge when the Ballroom is not being used (meaning: it's not already booked seven days before the daycare wishes to use it, and the Daycare books it?).

8.2 Priority access and booking shall be given the SSMU Daycare over the University Daycare. Use of the Ballroom free of charge to the University Daycare shall be provided that the Daycare Centre acknowledge the Society's contribution in their literature, and assume all responsibility and liability for the children under their care while in the Centre.

Comment [MSOffice2]: Idea to make them an ISG instead.

1.3.3.6.1.3.4.11. Internal groups may get one or two warnings ("strikes") at the discretion of the Vice President (Clubs and Services) before being sanctioned.

1.3.3.7.1.3.4.12. External Groups who have signed room booking, table booking, or other contracts with the Society are bound by all regulations and the violation clauses contained therein.

1.4. **Lost & Found:** The SSMU Front Desk Receptionist, with support from the Security Manager, is responsible for maintaining the SSMU Lost and Found.

1.5. **Theft and Damage:** The Building Managers shall be informed of any damage or theft and reports of such acts shall be dealt with at their discretion.

1.5.1. The Students' Society is in no way responsible for the theft of or damages to personal possessions.

1.6. Dangerous Items: Basic things not allowed in the building for security reasons – presence of any of these violations in Club, Service, or ISG offices will result in sanctions as outlined in Article 1.3 of this bylaw.

1.6.1.1. Lit candles;

1.6.1.2. Space heaters;

1.6.1.3. Lighter fluid;

1.5.1.1.1.6.1.4. Stove tops and food heating devices;

1.5.1.2.1.6.1.5. Other flammable or potentially dangerous items at the discretion of the Security Manager or any SSMU Security Agent acting on their behalf.

1.5.1.3.1.6.1.6. Individuals found to be carrying any of the above hazardous items may be asked to give up the items or leave the premises.

1.6.1.7. Bilingualism: All signs in the SSMU Building shall be in English and French, in accordance with government regulations.

1.7.1.8. Pet Policy: Pets are not allowed in the Centre.

1.7.1.1.8.1. Guide dogs shall not be considered pets.

1.7.2.1.8.2. The Building Managers may make additional exceptions to this policy.

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~~1.8.1.9.~~ **Smoking:** Smoking is banned throughout the Centre, in accordance with government regulations.

~~1.8.1.9.1.~~ Signs designating no-smoking zones shall be prominently displayed in the cafeteria, lobby and third and fourth floors.

Article 2: Building Values and Vision

- 1.1. **Broad student space goals:** The priority of the SSMU Building shall be to provide space for student groups and activities, according to the following Priority Categories.
- 1.2. **Lease negotiations guiding principles:** The Society shall prioritize the following in negotiating agreements relevant to student space:
 - 1.2.1. The longest possible term of lease;
 - 1.2.2. The most building space possible available for student groups and activities;
 - 1.2.3. The most financially sustainable agreement possible.
- 1.3. **Sustainability:** The Building Committee shall consult the Sustainability Plan, Green Building Coordinator, and relevant policies and research wherever possible to establish the SSMU Building as a leader in sustainable building and space practices.
- 1.4. **Priority categories:** The following shall be the precedence list for booking space in the SSMU Building:
 - 1.4.1. Priority 1 - Students' Society Activities specifically constituted and budgeted to hold events requiring use of the Ballroom and any other events specifically approved by Students' Council to fall into this category.
 - 1.4.2. Priority 2 - Students' Society Services with approved budgets or programs specifically requiring the holding of events in the Ballroom.
 - 1.4.3. Priority 3 - Students' Society-recognized full-status clubs and publications.
 - 1.4.4. Priority 4 - Faculty and School Societies.
 - 1.4.5. Priority 5 - All other organizations and individuals.

2. Article 3: Event Bookings and Equipment Rentals

- 2.1. Bookings and Events must follow the Event Booking, Events with Alcohol, Coat Check, and Equipment Rental Procedures as found in Appendices 1-4, as applicable, as well as all relevant Bylaws and policies, such as the SSMU Equity Policy.
- 2.2. Basic Principles:
 - 2.2.1. Event space is to be prioritized as per the Priority Categories outlined in Article __ 1.4.
 - 2.2.2. **All use of the University Centre by non-accredited groups is to be charged.**
 - 2.2.3. Any Event/Room or Equipment booking issues or proposals shall be brought to the Vice President (Clubs and Services) or the Building Committee for consideration.

3. Article 4: Offices and Locker Space for Accredited Student Groups

- 3.1. Groups assigned office space for a given term must follow all procedures outlined in Appendix 5 of this bylaw.

4. Article 5: Publicity, Postering, and Table Bookings

- 4.1. Accredited and External groups or individuals must follow the following basic principles for publicity, postering, and table booking in the SSMU Building:
 - 4.1.1. No group shall offer items including but not limited to food or commercial products for sale or distribution which compete with Building Tenants, unless with explicit approval from the Building Managers.
 - 4.1.2. **Direct solicitation of persons in the lobby shall not be permitted at any time**

- 4.1.3. Only members of the group that reserves a table may work at the table.
- 4.1.4. A group may not reserve tables on behalf of another group. A group found to be doing so must leave the premises, and may lose future booking privileges at the discretion of the Vice President (Clubs and Services).
- 4.1.5. The Building Managers may, at their discretion, determine what may constitute acceptable conduct at any table, and any Building Manager may close any table if, after a warning, the group or individual at the table fails to comply with any of the above requirements or otherwise engages in conduct that is not acceptable.
- 4.1.6. Student groups will, whenever possible, be given priority over external groups in the allocation of prime table space.
- 4.2. Accredited and External groups or individuals must follow the procedures outlined in Appendix 6 for publicity, postering, and tabling.

5. Appendices

5.1. Event Booking Procedures

- 5.2. A list of and information about the spaces available for event booking can be found in Schedule A of this bylaw.
- 5.3. All events must have one (1) or two (2) designated "Event Organizer(s)" who must be present at the event and are responsible for securing all additional room booking logistics, such as but not limited to ~~alcohol orders~~, equipment rental forms, meetings before the event for events requiring alcohol, with the SSMU Events Administrator ~~with reasonable (??) time~~ at least ten (10) days before the event... Duties of designated Event Organizers:
 - 5.3.1. Event ~~Organizers~~ Organizers must pick up and ~~place in garbage bags all items such as paper cups, cigarette ashtrays, properly dispose of any garbage~~-etc. ~~left~~, after their event, keeping sustainability priorities in mind.
 - 5.3.2. Event ~~organizers~~ Organizers must remain until all guests, entertainers and equipment involved in the event have left the Centre.
 - 5.3.3. Failure to fulfill the responsibilities of Event Organizers may result in penalties as described in the "Fees and Violations" section...
- 5.4. No individual or group may reserve space for the exclusive use of any other individual or group.
 - 5.4.1. Sanctions such as the responsible group's loss of room booking privileges may be enforced as per Article 1.3 of this bylaw if this rule is violated.
- 5.5. Meeting and social activity space in the Centre is provided free of charge for official functions of accredited McGill student groups.
- 5.6. McGill students wishing to book space for private use must pay rent at the external rate even if they are a member of an accredited group.
- 5.4.5.7. The SSMU Building has ten (10) bookable event spaces, as defined below:
 - 5.4.1.5.7.1. B-30 (basement);
 - 5.4.2.5.7.2. B-29 (basement);
 - 5.4.3.5.7.3. Lev Bukhman Room (202?);
 - 5.4.4.5.7.4. Madeleine Parent Room (203?);
 - 5.4.5.5.7.5. Room 302 (third floor);
 - 5.4.6.5.7.6. Ballroom (third floor);
 - 5.4.7.5.7.7. Clubs Lounge (fourth floor);
 - 5.4.8.5.7.8. 403 (fourth floor);
 - 5.4.9.5.7.9. 433 (fourth floor).
 - 5.4.10.5.7.10. This schedule is subject to change or exception at any time by the Building or Executive Committee.

5.4.11.5.7.11. These rooms may all be booked through the Online SSMU Room Booking System (SSMURBS), according to the following schedule:

5.4.11.1.5.7.11.1. Two (2) weeks in advance of the desired event date for all rooms except Ballroom;

5.4.11.2.5.7.11.2. Four (4) weeks ahead of the desired event date for the ballroom.

5.4.11.3.5.7.11.3. The only exceptions to this timeline shall be through the Advanced Room Booking period, according to regulations below and as determined by the Vice President (Clubs and Services) and advertised with reasonable notice through the Clubs and Services listserv.

~~2.~~ 2.2 Advanced Room Bookings may only be made.... (timeline, cancellation policy, maximum requests/group, etc...) ~~4.1 No individual or group may reserve space for the exclusive use of any other individual or group.~~

~~4.1.1 Fines will be incurred and eligibility for future bookings withdrawn if this policy is violated, in accordance with Schedule E.~~

~~4.2 Meeting and social activity space in the Centre is provided free of charge for official functions of accredited McGill student groups.~~

~~6. Non-accredited organisations (or individuals) may rent space, if available, by contacting the Office Manager to conclude a rental contract. Completing the room booking request form through the SSMURBS.~~

~~7. 4.4 All Faculties, Schools and Departments of the University, Independent Student Groups and the tenants of the Centre shall not be charged to rent rooms.~~

~~8. 4.5 McGill students wishing to book space for private use must pay rent at the external rate even if they are a member of an accredited group.~~

~~9. 4.6 The room capacities of the Centre shall be as set out in Schedule B of this by-law.~~

~~10.7. Meeting rooms are reserved by contacting the Office Manager, having the date posted in the reservation book, and signing a contract if necessary.~~

~~11.8. 4.8 Groups may book rooms in advance according to the following timetables:~~

~~12.9. 4.8.1 SSMU accredited groups may book rooms no earlier than the following dates: third week of April for the Fall semester and the third week of October for the Winter semester.~~

~~13.10. 4.8.2 Beginning on the dates set out in article 5.3, five (5) consecutive working days will be assigned in order of priority for each category of McGill student groups (as set out in Schedule C) to submit requests for reservations of the Ballroom.~~

~~14.11. 4.8.3 Room bookings for conventions may be made up to one (1) year in advance for the months of May through August.~~

~~15.12. 4.9 Beginning on the dates set out in article 4.8, five (5) consecutive working days will be assigned in order of priority for each category of McGill student groups (as set out in Schedule C) to submit requests for room reservations.~~

~~16.13. 4.10 Students wishing to cancel room reservations should give at least forty-eight (48) hours' notice to the Manager. Failure to cancel a reservation within this time will result in fines.~~

~~17.14. 4.10.1 In the case of the Ballroom, at least two (2) weeks' notice is required for cancellation.~~

~~18.15. 4.10.2 If an individual or group has a confirmed Ballroom reservation, with a contract, and decides not to make use of the booking, a notice of cancellation must be given to the Office and Services Manager at least two (2) weeks before the date in question.~~

~~19.16. 4.10.3 Any group that fails to give at least two (2) weeks' notice of cancellation of the use of the Ballroom will be charged a fine in accordance with Schedule E and/or assessed such penalties as determined by the Building Managers.~~

~~20.17. 4.10.4 The Office and Services Manager shall implement a waiting list system that fairly reflects the principles inherent in this policy.~~

Comment [MSOffice3]: This whole section would be made wonderful obsolete with the new open-for-a-year room booking timeline Pauline and I (Allison) discussed with Mary today (March 6th)!

- ~~21-18.~~ 4.11 Gerts Pub may be reserved though the Gerts Manager. The Vice President (Finance and Operations) or the General Manager must approve multiple bookings in one month by the same group.
- ~~22-19.~~ 4.12 Accredited groups may not book more than ten (10) hours per week of room use.
- ~~23-20.~~ 4.12.1 This excludes any special events they wish to carry out on a by-approval basis, as determined by Vice President (Clubs and Services).
- ~~21.~~ 4.13 McGill students wishing to book space for private use must pay rent at the "External" rate even if they are a member of an accredited group.
- ~~23.1.1-21.1.1.~~
- ~~21.1.2.~~ The Event Request Form shall require at least the following information from Event Organizers:
- ~~21.1.2.1.~~ Desired time, date, and location of the event;
- ~~21.1.2.2.~~ whether the desired event includes food or alcohol, or requires security, afterhours portering fees, catering, or reusable dishware.
- ~~23.1.1.1-21.1.2.3.~~ Sustainability, equity workflow integration...?
- ~~21.1.2.4.~~ Rental Agreement form can be found on SSMU website.... And...
- ~~24-22.~~ Internal groups may book for free.
- ~~25-23.~~ Internal events are free.
- ~~24.~~ If an internal group wishes to book beyond the ten (10) allowable free hours per week, they must request special permission from the Vice President (Club and Services).
- ~~25.~~ External events must go by fee schedule posted on website and approved by Building committee.
- ~~26.~~ Groups may not be allowed to book space in the SSMU Building if constrained by other policies, including but not limited to the SSMU Equity policy, past violations of building regulations, or failure to pay a fee previously charged to the group, at the discretion of the Building Managers.
- ~~27.~~ 2.1 The closing hours for social events shall be as approved by the Executive Committee and posted on the SSMU website and listserv for the summer, fall, and winter semesters..
- ~~27.~~ Fees may be charged depending on characteristics of the booking as determined by the Events Administrator, Security Manager, or Building Managers. Article 7 – Additional Fees
- ~~28.~~ 7.1 Special events, especially those in the ballroom and those involving alcohol, may incur the following charges as agreed upon before the event at a meeting between the Events Administrator and Event Organizers on an Event Contract. The fee schedules is approved by the SSMU Building Committee, and includes but is not limited to the following additional fees, and may be found on the SSMU website:
- ~~29.~~ 7.1.1 Porter charges
- ~~30.~~ 7.1.2 Security
- ~~31.~~ 7.1.3 Cleaning
- ~~32.~~ 7.1.4 Server coordinator
- ~~33.~~ 7.2 Groups reserving a room (through the Office Manager) for the summer months will be subject to the same fee schedule.
- ~~33-34.~~ This fee schedule shall be revised at least annually by the Building Committee.
- ~~34-35.~~ Ballroom Stage removal/fees: Only Centre building staff are authorized to move and reassemble the Ballroom stage and any additional stage sections. Groups may not paint, or put nails or screws, into the stage.

Events with alcohol:

- ~~36.~~ 3.1 All events in the University Centre are subject to provincial alcohol laws, a copy of which can be found on the Régie des alcools website and as posted in the building (?).

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37. 3.2 All events involving alcohol in the building will be managed by a SSMU Event Coordinator and the Gerts Bar Operations Manager.
38. 3.3 Student groups hosting events involving alcohol shall promote responsible drinking.
39. 3.4 Student groups will submit their event requests to the SSMU Events Administrator via the SSMU Room Booking System at least five days before the event to ensure room availability.
40. 3.5 Should the event request be granted, the Gerts Bar Operations Manager will review the needs of the student group (including cleaning, porter, and security services). A contract for the event will be signed between the student group and the Operations Manager. Once signed, the logistics described in the event contract may not be altered, except by the judgement of the Gerts Bar Operations Manager.
41. 3.5.1 The Gerts Bar Operations Manager shall be in charge of coordinating security services for the event in consultation with the SSMU Security Manager.
42. 3.6 A SSMU Event Coordinator is mandated to be present at the event, and is responsible for ensuring that the group is following all alcohol regulations.
43. 3.6.1 The SSMU Event Coordinator will receive their schedule for the event from the Operations Manager, and shall be present at the event to coordinate equipment and inventory, and supervise bar staff.
44. 3.7 Students who are acting irresponsibly or who have consumed excessive alcohol will not be served, and may be subject to removal by SSMU Security.
45. 3.8 The Gerts Bar Operations Manager shall be committed to making the event as sustainable as possible. As such, the Operations Manager is encouraged to involve SSMU Services (e.g. the Plate Club) that foster sustainable event management.
46. 3.11 Only Gerts bar employees shall be permitted to serve alcohol at events. The Operations Manager will schedule Gerts bar employees for each event.
47. 3.8 The SSMU Events Coordinator will decide last call, supervise the closing of the bar, and will be the last person leaving the event.
- 34.1.1 47.1.1. _____

Comment [MSOffice4]: This means a Gerts bartender, right?

Cancellation Policy: A group that is found to have failed to show up for a booking will be sanctioned according to Part I of this bylaw. Cancellations may be made through the online room booking system up to 48 hours before the start of a booking.

Coat Check

48. Any event booking between November 1st and March 15th of a given academic year with over 50 attendees present must operate a coat check system.
- 35-49. 14.1 Any Accredited SSMU student group may provide coat check services in the Centre. All contracts for coat check are negotiated through Gert's management.
- 36-50. 14.2 The group is responsible in the coat check area for
- 37-51. 14.2.1 the physical set up of the coat check area;
- 38-52. 14.2.2 the clean up of the area at the conclusion of the event;
- 39-53. 14.2.3 the conduct of its volunteers; and
- 40-54. 14.2.4 the adequate staffing of the area at all times.
- 41-55. 14.3 No article may be claimed without a check stub. Any individual not in possession of a check stub, must wait until the completion of the event to claim the article.
- 42-56. 14.4 Only authorized personnel (as must be specified to in the group's contract with the Society) will be permitted in the coat check area.

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~~43-57.~~ 14.5 Any articles left at the conclusion of the event must be given to the Security Supervisor, who shall issue a receipt to the group listing the articles received, and those articles will then become the full responsibility of Gert's Pub-SSMU Lost and Found.

Equipment Rental Procedures

58. Technical equipment is available for groups using space in the William Shatner University Centre.

59. 5.1.1. No group is permitted to reserve equipment for the exclusive use of any other organisation or any group not recognised by the Students' Society.

60. 5.1.2. No group may reserve equipment without a room or table reservation in the William Shatner University Centre.

61. 5.1.3. Specifications of the equipment available may be obtained by contacting the Office Manager.

62. 5.1.4. No equipment may be taken out of the William Shatner University Centre.

63. 5.2. The available equipment and fees for Internal and External groups are indicated in Schedule E.

64. 5.2.1. All accredited groups shall not be charged.

65. 5.2.2. All non-accredited groups shall be charged the "External" rental rate.

66. 5.3. Equipment is reserved by contacting the Office Manager, Administrative Assistant, or Front Desk staff, and having the date and time posted in the reservation book alongside the room reservation and signing a contract, if necessary.

67. 5.4. Equipment rental will be restricted by regulations on room booking in accordance with Article 4.1.2.

68. 5.5. Cancellation of room reservations with attached equipment bookings shall also imply the cancellation of equipment bookings.

69. 5.6. During the duration of the rental the individual or organization will be responsible for the full cost of damages or loss of the equipment.

70. 5.7. There shall be a fee for late returns of any equipment equal to the full day rental cost of such equipment as stipulated in Schedule D.

71. 5.8 Revenues generated from the rental of equipment shall be used specifically for repair, replacement, or acquisition of equipment.

72. 5.9 Exceptions to the regulations contained in this By-Law may be made at the discretion of the VP Clubs & Services.

44. ~~Article 23~~ Piano Rules and Regulations

45-73. 23.1 The Students' Society owns three (3) pianos, which are under the control of the Building Managers:

46-74. 23.1.1 one (1) Lindsay Upright Grand (donated by the Faculty of Music);

47-75. 23.1.2 one (1) Willis Upright Piano (small); and

48-76. 23.1.3 one (1) Yamaha Upright.

49-77. 23.2 Accredited SSMU student groups may reserve one of the pianos by making a request Through the online room booking system.

50-78. 23.3 The Events Administrator with the Building Managers will ensure that the reserved piano is placed in the room booked for that purpose at the appropriate time. No piano may be moved without the direct supervision of a member of the building staff.

51-79. 23.4 Under no circumstances may a piano be removed from the Centre.

Club, Service, or ISG Office management procedures:

~~51-1-79.1.1.~~ **Storage of Money:** Student groups should deposit funds with the Students' Society Accounting Department for safekeeping. Outside of office hours, they should deposit money in the night depository.

~~25.1.1~~ **This system may be arranged in advance with the Security Manager in case of a large event requiring a cash float. Money should never be left in offices, even when under lock and key.**

~~25.1.2~~ **Money should never be left in offices, even when under lock and key.** If a club has been found to be holding money in their office without supervision, their office privileges may be revoked at the discretion of the Vice President (Clubs and Services).

~~25.2.3~~ Groups should consult the Security Supervisor for assistance in managing money and valuable storage as necessary.

~~51.1.2-79.1.2~~ Groups must follow all rules posted in their offices and according to the signed Office Memorandum of Agreement, including:

~~51.1.2.1-79.1.2.1~~ Groups may not take the property or infringe upon the space of their office mates.

~~51.1.2.2-79.1.2.2~~ Groups shall not store **any** money in the office overnight. Groups shall be permitted to use the SSMU's night safe upon meeting with the SSMU Accounting Department.

~~51.1.2.3-79.1.2.3~~ Groups shall **not store or drink alcohol in the office at any time.**

~~51.1.2.4-79.1.2.4~~ Groups shall not store any flammable or otherwise hazardous materials in an office, as defined in article __ and by the Security Manager or Agent.

~~51.1.2.5-79.1.2.5~~ Groups shall be responsible for issuing their office door code discretely to other executives of their group in order to ensure your office's security. Groups shall not share the door code with anyone who has not signed the Office Memorandum of Agreement.

~~51.1.2.6-79.1.2.6~~ Groups shall not make any changes to the structure of the office, including painting the walls, installing shelving, etc.

~~51.1.2.7-79.1.2.7~~ Groups may not remove the Office Rules sign from their office.

~~51.1.2.8-79.1.2.8~~ Groups may not post anything on their office doors over the SSMU office information signs.

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Postering Procedures

~~52-80~~ 20.1 All notices posted in the Centre must be stamped "APPROVED" by the Students' Society. Notices not approved by the Students' Society will be removed. Requests for approval by the Students' Society may be presented at the SSMU Office during normal business hours.

~~53-81~~ 20.2 The maximum notice time will be two (2) weeks unless a longer period is authorized by the Building Managers. Notices may be brought back to be re-approved not more than three (3) times by the original applicant.

~~54-82~~ 20.3 Notices may not be posted so as to cover in whole or in part any other notice. Notices in violation of this article shall be removed.

~~55-83~~ 20.4 Maximum poster size and number is:

~~56-84~~ 20.4.1 8 ½" x 11", two posters

~~57-85~~ 20.4.2 11" x 14", one poster

~~58-86~~ 20.4.3 in special circumstances, the Building Managers may approve larger sizes or more posters

~~59-87~~ 20.5 No poster for non-McGill commercial groups shall be authorised to appear in the Centre, unless they are provided for in rental agreements entered into by the Building Managers. Exceptions may be made at the discretion of the Vice President, Clubs and Services.

~~60.88.~~ 20.6 No bars or pubs other than Gert's Pub may be advertised in the Centre. Exceptions for student or university related events may be made at the discretion of the Vice President Clubs and Services, in consultation with the Executive Committee.

~~61.89.~~ 20.7 Magazines and other printed material that provide no substantial benefit to the student body or are deemed against the principles of the Students' Society Constitution may be prohibited from being distributed in the Centre at the discretion of the Vice President, Clubs and Services, in consultation with the Executive Committee. Approved magazines and other printed material may be distributed....
(WHERE??)

~~62.90.~~ 20.8 Direct solicitation of persons on Centre property shall not be permitted.

~~63.91.~~ 20.1.2 Digital Signage shall be maintained by the Communications and Publications Manager, under supervision of the Building Managers.

~~64.92.~~ 20.1.2.1 Building Digital Signage should reflect basic notices about building protocols and regulations, and information about events occurring the in the building, and maintained by the CPM.

Table Booking Procedures

~~65.93.~~ Internal and External Groups may book tables allocated for such purposes by the Building Committee through the following procedures and following all other Building Regulations outlined in Bylaw 2.

~~65.1.93.1.~~ No group making use of the lobby tables may do so for more than eight (8) days in each calendar month.

~~65.2.93.2.~~ **External Groups:** A contract must be signed in advance for all rentals. Additional tables may be set up with the permission of the Building Managers.

1.1. The Vice President, Clubs and Services may permit a recognised charitable organisation to book a table in advance at no charge providing one is available.

1.1.1. All external groups shall pay the commercial table rental fee unless waived by the Vice President, Clubs and Services. Because of SSMU co-sponsorship.

1.1.2. The commercial table rental fee shall be set by the Building Committee.

1.2. All groups that are not accredited SSMU student groups at the time of booking the table must present the appropriate license or city permit enabling them to sell items to the public. It is the responsibility of the Building Managers to ascertain if the appropriate documents have been obtained. These groups must pay the commercial rental rate.

1.3. **Internal Groups:** At the discretion of the Vice President, Clubs and Services and upon presentation of a valid McGill ID card, accredited SSMU student groups or individual students may use lobby tables without charge.

1.3.1. Internal Groups are subject to all Sanctions outlined in Bylaw __ for violating any building regulation.

1.3.2. 18.10 Tables may be booked through the Office Manager up to three (3) weeks in advance for accredited groups, and two (2) weeks for external groups. Tables will be reserved on a first-come, first-served basis. Reservations in advance of the normal reservation period may be made at the discretion of the Office and Services Manager, in consultation with the Vice President, Clubs and Services.

Other Building Spaces and their management responsibilities and procedures:

~~66.94.~~ Other spaces in the SSMU Building: These spaces are specialized and service-oriented and governed both by the Society's regulations and the Constitution of the Service that manages the space.

~~66.1.1.94.1.1.~~ If there's a discrepancy between the procedures of the Society and that of the Service, the Society's shall prevail.

66.2.94.2. The Midnight Kitchen may be booked by internal or external groups only with the approval of both the SSMU Events Administrator and the Midnight Kitchen coordinator.

66.3.94.3. Players' Theatre also has the right to book shows and opening night events in the theatre and theatre lobby space.

95. The Players Theatre must register the Services' use of the theatre space annually with SSMU by submitting a list of show dates to the Building Managers and Events Administrators in writing before September 15th of a given academic year.

67-96. 11.1 The Building Managers shall have final approval on the assignment of the theatre to various groups by the Players' Theatre. The Players' Theatre Executive Committee shall submit a list of productions at the beginning of each session. (?? How is this enforced???)

68-97. 11.2 Theatre bookings, after being assigned by the Players' Theatre Executive and approved by the Students' Society, shall be arranged through the Vice President Clubs and Services and the General Manager.

69-98. 11.3 The following priority shall be used to determine theatre use:

70-99. 11.3.1 Players' productions;

71-100. 11.3.2 Players' co-productions;

72-101. 11.3.3 Students' Society funded groups who want use of the space (?? How is this booked/requested??); and

73-102. 11.3.4 External Rentals.

74-103. 11.4 Provided there is no previous booking, the theatre may be rented per performance and per rehearsal to any outside theatre company.

75-104. 11.5 No accredited students groups, after renting the theatre, may allow another group to use the theatre without the prior approval of the Students' Society.

76-105. 11.6 Outside organisations wishing to use the theatre must sign a rental contract with the Students' Society.

77-106. 11.7 No McGill student group may sign a contract on behalf of the Society for the rental of the theatre.
??

78-107. 11.8 A technician appointed by the Players' Theatre must be on hand during all rehearsals and performances in the theatre.

79-108. 11.9 Non-accredited organizations must pay a rental fee for the use of the theatre.

80-109. 11.9.1 All theatre rental fees shall be deposited into the Players' Theatre miscellaneous revenue account.

81-110. 11.10 Theatre rental rates shall be determined by the Executive Committee.

82-111. 11.11 One set of keys shall be issued to the outside theatre company after the signing of a rental agreement. They must be returned by the end of the first business day after the conclusion of the rental term.

83-112. 11.12 In the event that the keys are not returned, the outside theatre company shall be charged \$35/key.

83.1.1-112.1.1.

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