
Committee Responsibility: Board of Directors

Adopted: August 2016

Associated Procedure:

Amended: April 2023

PREAMBLE:

The Students' Union provides direct service to members in a variety of ways including the operation of front line service desks, and the provision of general student space. The goal of these operations is to balance the needs of members with appropriate allocation of resources to create useful, timely and valuable service experiences, and to provide safe and positive environments for studying, relaxing and campus life activities.

STATEMENT:

1. NEW WESTMINSTER OFFICE HOURS OF OPERATION

Hours of operation of the office shall be those times that the office is open for service. For the last two weeks of August until the week after Victoria Day each year, standard hours of operation shall be Monday to Friday, 9:30am to 4:30pm. During the summer, hours of operation shall be Monday to Friday 10am to 3:30pm.

The office shall be closed between the end of the work day on December 21 and the first day of classes for the winter semester in January.

2. COQUITLAM KIOSK HOURS OF OPERATION

Hours of operation of the kiosk shall be those times that the kiosk is open for service. For the last two weeks of August until the week after Victoria Day each year, standard hours of operation shall be Monday to Friday, 9:30am to 4pm. During the summer, hours of operation shall be Monday to Friday 10am to 3:30pm.

The Kiosk shall be closed between the end of the work day on December 21 and the first day of classes for the winter semester in January.

3. STUDENTS' UNION BUILDING HOURS OF OPERATION

Hours of operation of the Students' Union Building are those hours in which the building is open for general member use. Between Labour Day and Victoria Day each year, standard hours of operation shall be Monday to Friday, 8:30am to 6:30pm. During the summer, hours of operation shall be Monday to Friday 9am to 5pm. During the summer, room 100 shall be closed to general member use but shall remain available for club and special event bookings. Notwithstanding the forgoing, rooms in the Students' Union may be booked by clubs or student groups for meetings or study between 8:30am and 10:00pm.

The Students' Union Building shall be closed between the end of the work day on December 21 and the first day of classes for the winter semester in January.

4. Coquitlam Students' Union Lounge Hours of Operation

Hours of operation of the Students' Union Lounge at the Coquitlam campus are those hours in which the Lounge is open for general member use. Between Labour Day and Victoria Day each year, standard hours of operation shall be Monday to Friday, 8:30am to 7:30pm. During the summer, hours of operation shall be Monday to Friday 9am to 5pm.

The Lounge shall be closed between the end of the work day on December 21 and the first day of classes for the winter semester in January.

5. Changes to Hours of Operation

Temporary changes in hours of operation may be made through the joint decision of the Executive Director and Director of Finance, who will consult with the Labour/Management Committee as appropriate.

6. Closure Due to Weather or Emergency Situation

Students' Union operations shall be closed upon notice that the operations of Douglas College have been closed due to extreme weather or an emergency situation. The Students' Union may, independently from the College, determine that weather conditions or some other emergency situation warrant the closure of all, or some, Students' Union services. The joint decision of the Executive Director and Director of Finance shall be required to close the operations of the Students' Union independently of the College.

END OF DOCUMENT

Committee Responsibility: Board of Directors

Adopted: August 2000

Associated Procedure:

Amended: July 2007
August 2018

PREAMBLE:

The Students' Union is granted the responsibility by Douglas College to monitor student poster boards and to approve student and external postings. In executing this responsibility, the Students' Union must adhere to the policies and standard operating procedures of the College as well as the terms in this policy. The Students' Union must work to balance advertising demand with the principle that students should be free to attend post-secondary education without being a target of advertising campaigns, and that learning spaces should not be polluted with advertising messages.

STATEMENT:

1. DEFINITIONS

Advertising: any media, physical or digital, used to promote an organization, product, service or event. This includes, but is not limited to, posters, banners, signs, handbills, flyers, leaflets, brochures, samples, giveaways, digital imagery, audio broadcasts and any other promotional activity.

Banner: a large format advertisement produced on a plotter and hung in the Concourse or A/B Atrium.

College Property: all property of Douglas College not under the care, custody or control of the Students' Union.

External Organizations: any third-party entity not related to Douglas College or the Students' Union, whether for-profit, non-profit, charitable, political or government.

General Bulletin Boards: college property designed to display advertising in the form of posters or signs which have been assigned to the Students' Union in order to facilitate student posting.

Students' Union Bulletin Boards: Students' Union controlled space designed to display advertising in the form of posters or signs.

Students' Union Spaces: all property of Douglas College under the care, custody or control of the Students' Union.

2. POSTING ON GENERAL BULLETING BOARDS

The Students' Union will facilitate the approval and regulation of posting on general bulletin boards for students, clubs, other campus groups and external organizations, and shall apply the following regulations:

1. All postings must comply with the College Advertising Policy (A 15.01.01) and the terms therein shall supersede those of this policy should a conflict exist between them in regards to advertising on College property;

2. The Students' Union reserves the right to reject specific advertising for publication on general bulletin board if the Students' Union considers it hateful, racist, discriminatory or contributing to an unsafe environment;
3. Advertising must be in English or include English translation;
4. Materials larger than 11" by 17" will not be approved, except where the materials are part of an external organization's pre-existing advertising;
5. Advertising that promotes the use of alcohol, tobacco, marijuana, e-cigarettes, firearms or other weapons is prohibited, with the exception of advertising for Students' Union or Club pub nights or other such events at which alcohol may be served, and where such advertising does not promote over-consumption of alcohol.
6. Posting by external organizations is prohibited on general bulletin boards except for not-for-profit groups, companies advertising bona fide student discounts, or the announcement of community events. The Students' Union shall allocate two bulletin boards per campus for posting by external organizations, and external organization posting on other general boards shall be prohibited. The Students' Union may prohibit specific external organizations from the latter three categories should they display a pattern of disrespect for the advertising rules.
7. The duration of posts on general bulletin boards shall be as follows:
 - Posts not related to an event or time-specific matter shall remain posted for fourteen (14) days following their date of approval;
 - Posts related to an event or time-specific matter shall remain posted until that date has passed, provided that they no be posted more than sixty (60) days in advance of that date;
8. Authorization for posting on general bulletin boards shall be as follows:
 - All material must be approved by the Students' Union prior to being posted/distributed, and must feature a stamp showing the date of approval;
 - All material of Douglas College and which bears the official College logo or includes a department name does not need to be approved or stamped by the Students' Union;
9. Approved materials shall be removed by the Students' Union if:
 - the posting period has expired;
 - the date of the event being advertised has passed;
 - the materials have been posted overtop of other approved materials;
 - the materials have been posted on bulletin boards that are not general bulletin boards;
 - the Students' Union has been directed by Douglas College to do so;
10. Postings must clearly indicate the sponsoring organization, club or department;
11. Sale items and rooms for rent are not permitted postings on general bulletin boards;
12. The Students' Union may assign specific general bulletin boards exclusively for its own content, including notices about upcoming events, ongoing campaigns, and available services of the organization.

3. POSTING OF BANNERS

The Students' Union will facilitate the production and approval and regulation of banners for students, clubs and other campus groups, and shall apply the following regulations:

1. All banners must comply with the College Advertising Policy (A 15.01.01) and the terms therein shall supersede those of this policy should a conflict exist between them in regards to advertising on College property;
2. The Students' Union reserves the right to reject specific banner advertising for publication if the Students' Union considers it hateful, racist, discriminatory or contributing to an unsafe environment;
3. Advertising must be in English or include English translation;
4. Banners may be no larger than 44" wide and 72" tall;
5. Advertising that promotes the use of alcohol, tobacco, marijuana, e-cigarettes, firearms or other weapons is prohibited, with the exception of advertising for Students' Union or Club pub nights or other such events at which alcohol may be served, and where such advertising does not promote over-consumption of alcohol
6. The duration of banner posts shall be as follows:
 - Posts not related to an event or time-specific matter shall remain posted for twenty-one (21) days following their date of approval;
 - Posts related to an event or time-specific matter shall remain posted until that date has passed, provided that they no be posted more than thirty (30) days in advance of that date;
7. All material must be approved by the Students' Union prior to being posted, and the Students' Union, through Facilities, shall directly hang banners; banners hung by individuals outside of this process shall be removed and disposed of;
8. Postings must clearly indicate the sponsoring organization, club or department.

4. ADVERTISING IN STUDENTS' UNION SPACES AND PUBLICATIONS

The Students' Union may engage in advertising in its spaces and in its publications subject to the following:

1. Rules for posting on Students' Union Bulletin Boards shall be those outlined in Article 2 of this policy, with the exception that the Students' Union may assign space to for-profit advertising in exchange for revenue that supports the organization's core mission; and
2. The Students' Union may seek advertising in the Students' Union handbook to offset the publication costs, but such advertising shall be from the campus community, coalition partners, and such external agencies that provide not-for-profit service or discounts to Douglas students.

END OF DOCUMENT

Committee Responsibility: Board of Directors

Adopted: June 1991

Procedure: -

Last Amended: April 2019

STATEMENT

The telephone list of DSU representative committee members is for internal use only and is to be kept confidential by all DSU representative committee members and staff. Each representative committee member shall be responsible for releasing their telephone number themselves.

END OF DOCUMENT

- The space being sought by a club or student group is available and the request is placed not more than two months ahead of the date requested – for a series of dates or a recurring events, bookings can be made semesterly;.

Notwithstanding the above, a student group seeking Douglas College space shall normally access space usage through their assigned department contact or faculty liaison.

3. STUDENTS' UNION BOOKABLE SPACES

3.1 During Regular Hours

The following spaces in the Students' Union Building may be booked by clubs, student groups, external groups or individuals during regular hours:

- Room 100A
- Room 100B
- Room 206
- Room 207
- Room 312
- Room 328

3.2 Outside Regular Hours

The following spaces in the Students' Union Building may be booked by clubs, student groups, College users or external groups during outside of regular hours:

- Room 207
- Students' Union 3rd Floor Lounge
- Room 312, in conjunction with the 3rd Floor Lounge
- Room 328, in conjunction with the 3rd Floor Lounge

4. BOOKING STUDENTS' UNION SPACES

4.1 During Regular Hours

The Students' Union shall provide access for clubs, student groups, College users and individuals to book spaces identified in Article 2.1 based on the following regulations:

- The club, student group, or individual seeking space has provided adequate notice of their request, and has provided all the necessary information about the event including audio visual needs, catering requirements, event capacity expectation and any other requirements;
- The club, student group, or individual seeking space is permitted to use the space, and has not been prohibited from holding events in Students' Union facilities;
- The club, student group or individual seeking space has agreed to adhere to all rules applied

by the Students' Union per this policy, and other policies and bylaws;

- The space being sought by a club, student group or individual is available and the request is placed not more than two months ahead of the date requested – for a series of dates or a recurring events, bookings can be made semesterly;
- Should a conflict exist (multiple groups simultaneously seeking access to the same space), priority for space use shall be as follows:
 - First priority: Students' Union event
 - Second priority: Club event (<25 in attendance)
 - Third priority: Students' Union meetings
 - Fourth Priority: Club event (>24 in attendance)
 - Fifth priority: Student group/College user booking
 - Sixth priority: external group booking

4.2 Outside Regular Hours

The Students' Union shall provide access for clubs, student groups, College users and external groups to book spaces identified in Article 2.2 based on the following regulations:

- The club, student group, or external group seeking space has provided adequate notice of their request, and has provided all the necessary information about the event including audio visual needs, catering requirements, event capacity expectation and any other requirements;
- The club, student group, or external group seeking space is permitted to use the space, and has not been prohibited from holding events in Students' Union facilities;
- The club, student group or external group seeking space has agreed to adhere to all rules applied by the Students' Union per this policy and other policies and bylaws, as well as any special conditions that may be applied to an event held in the Students' Union Building after regular hours (security guards, damage deposit, attendance by a representative of the Students' Union, etc.);
- The space being sought by a club, student group or external group is available.;
- Should a conflict exist (multiple groups simultaneously seeking access to the same space), priority for space use shall be as follows:
 - First priority: Students' Union event
 - Second priority: Club event (=/ <25 in attendance)
 - Third priority: Students' Union meeting
 - Fourth Priority: Club event (>24 in attendance)
 - Fifth priority: Student group booking
 - Sixth priority: external group booking
- The event proposed to be held in the Students' Union Building outside of regular hours must, in

the opinion of the Students' Union, be properly supervised, safe and cause no harm to people or facilities;

- Events held in the Students' Union Building outside regular hours may not end later than midnight, nor begin earlier than 7:00am unless variation from these times is approved by a 2/3 majority of the Board of Directors.

5. SPACE USE CONTRACTS AND CHARGES

The Students' Union may require club executives, campus group representatives and college users to sign space use agreements stating their understanding of the expectations regarding respectful use of Students' Union spaces. External groups shall be required to sign a formal contract for use of Students' Union spaces, and to pay a fee for space use. Space users shall be responsible for any costs associated with moving furniture, renting audio visual equipment, catering needs, or other such requirements.

6. PROHIBITIONS

The Board of Directors shall be empowered to prohibit use of Students' Union spaces by clubs, student groups, College users and external groups who fail to uphold their responsibilities to the Students' Union in using Students' Union space. Such prohibitions may be enacted by a simple majority of vote of the Board, and may be later withdrawn or suspended by the same means.

END OF DOCUMENT

Committee Responsibility: Board of Directors

Adopted: January 2016

Procedure: -

Last Amended: -

STATEMENT

1. DEFINITION

- 1.1 The Students' Union office is open between 9:00am-4:00pm, Monday to Friday, excluding Douglas College closures.
- 1.2 Access to the Student Union Building is 7:00am-11:00pm, Monday-Friday. Access after-hours and on weekends must be pre-authorized to Campus Security and all Members and Staff must sign in.
- 1.3 In addition to the sign in, Members and Staff on the access list are required to display two pieces of Government ID (one picture id) when signing in.

END OF DOCUMENT

Committee Responsibility: Health and Safety Committee**Adopted:** September 2020**Associated Procedure:****Amended:**

PREAMBLE:

The Health and Safety Committee of the Students' Union has implemented the *Douglas Students' Union COVID-19 Safety Plan* that follows the recommendations and guidelines of the BC Health Authority and Worksafe BC. All Staff, Directors, and Visitors to the spaces of the Students' Union must comply with all the set regulations found within the safety plan and the Douglas College Safety Plan. The COVID-19 Office Safety Policy provides the basic guidelines for working within the office to ensure the safety of staff, directors, guests, and members that are working, visiting, or accessing services within the Students' Union spaces at Douglas College.

STATEMENT:**1. NEW WESTMINSTER OFFICE**

- The New Westminster office service desk will be open for students on a reduced schedule to reflect the number of members on campus.
- The Students' Union office will be open to members or guests by invite or appointment only.
- All Staff and Directors working within the Students' Union spaces must follow the *Douglas Students' Union COVID-19 Safety Plan*
- A total maximum of 12 employees and Directors will be allowed in the office at a time
 - A maximum of 1 student staff working in the office per day
 - A maximum of 6 Directors working in the office per day
 - A maximum of 4 full-time staff in the office per day
- Worksafe BC signage will be posted throughout the building to determine maximum occupancies, safety guidelines, proper cleaning practices, and proper hygiene practices

2. COQUITLAM KIOSK AND OFFICE

- The Coquitlam Kiosk will be open for students on a reduced schedule to reflect the number of members on campus.
- The Students' Union office will be open to members or guests by invite or appointment only.
- All Staff and Directors working within the Students' Union spaces on the Coquitlam campus must follow the *Douglas College Safety Plan* and the *DSU Departmental COVID-19 Safety Plan for On Campus/ or In-Person Activity*.
- A total maximum of 3 staff and directors will be allowed in the office at a time
 - A maximum of 1 staff or director per office

- A maximum of 1 full-time staff in the office per day
- A maximum of 2 Directors in the office per day - 1 per individual office

3. WORKPLACE SAFETY

Staff, Directors, Visitors, and Guests will be prohibited from entering the workplace if they have:

- travelled outside of Canada within the last 14 days
- have been directed by Public Health to self-isolate
- if they have any of the following symptoms:
 - Fever
 - Chills
 - New or worsening cough
 - Shortness of breath
 - New muscle aches or headaches
 - Sore throat

4. Masks

Staff, Directors, and guests in the office spaces will be required to wear masks in common areas and when social distancing cannot be maintained. Masks will be provided for those who do not have one.

5. Proper Hygiene

- Staff, Directors, and guests will be required to wash their hands for a minimum of 20 seconds before entering the office space.
- Hand sanitizer will be also be available at all entry points to the office space and at all entry/exit points to the building.

6. Working From Home

To maintain social distancing measures and reduce the amount of people working in the office at any given time, Staff and Directors will be working part-time from home as per the *Douglas Students' Union COVID-19 Safety Plan*.

7. Services

Virtual access of all services for members will be offered. Where in-person meetings or access is required, members will need to follow the set guidelines of the COVID-19 Safety Plan and signage as posted in the Students' Union spaces.

8. Cleaning

Increased daily cleaning measures have been implemented to include increased cleaning overnight and a rotation of cleaning throughout the day, focusing on entry and exit points, washrooms, and touch points throughout the common areas of the building.

9. Falling Ill at Work

Anyone starting to feel ill at work will be directed to sanitize, provided with a mask, and sent directly home to self-isolate and directed to contact 811. All surfaces and areas of contact will be then sanitized. If worker is severely ill, staff are directed to call 911.

END OF DOCUMENT