

Arts Lounge (POD349) Terms of Use

Preamble: This room is for use by Faculty of Arts students, staff and faculty. In 2020, the Society of Arts, Social Sciences, and Humanities reimagined POD349 to create a space where students could pursue academic goals, while fostering connections in the Faculty of Arts Community. The Arts Lounge offers versatile opportunities for academic development and interdisciplinary engagement for the broader Faculty of Arts community. The aim of this policy is to define the expectations of students, staff, and faculty in maintaining the space and its mission.

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1.0 General Information

1.1 For the scope of this policy, Faculty of Arts students, staff, and faculty will be referred to individually as “community member”.

1.2 Toronto Metropolitan University shall hereafter be referred to as “the University”.

1.3 Values and Principles

1.3.1 Equity, Diversity and Inclusion

1.3.1.1 This policy supports the fair and equitable treatment of all community members, and aims to reflect the values of equity, diversity, and inclusion outlined by the University. This policy reflects a commitment to respecting community members’ diversity of knowledge, world views, and experiences from membership in different groups and the contribution that diversity and inclusion make to the academic and work environment.

1.3.2 Accommodation

1.3.2.1 This policy supports the fair and equitable treatment of community members with varying physical and non-visible disabilities. All processes and procedures outlined in this policy aim to reflect the University’s values and commitment to accessibility.

1.3.3 Respect and Accountability

1.3.3.2 This policy provides community guidelines to ensure a safe and respectful environment. This policy is meant to ensure accountability for community members who violate community guidelines, and provide support for community members impacted by misconduct. In administering this policy, the Manager, Student Development and Relations will ensure that community members impacted by behaviour not in accordance with the community guidelines receive the support and assistance they need.

2.0 Physical Space Guidelines

2.1 This space is intended for academic purposes and community building. Please be mindful and respectful of the various community members who will use this

space.

- 2.2 This space is wheelchair accessible. OneCard access is required upon entry. Do not prop doors open, and notify the [Manager, Student Development and Relations](#) if the accessibility button does not work.
- 2.3 Only use erasable whiteboard markers on the whiteboards.
- 2.4 The Bulletin Board is for use only by community members. Only materials that are in accordance with the University's [Posting Policies and Procedures](#) can be posted.
- 2.5 Furniture may be rearranged, but it should be returned to its original layout after use. A floor plan of the original layout can be accessed through the Arts lounge booking request form.
- 2.6 Use headphones to avoid disruption to others using the space.
- 2.7 The TV is primarily reserved for academic and event purposes. The keyboard may be reserved and accessed through the SASSH at vp.operations@sassh.ca.
- 2.8 No smoking or vaping of any substances or alcohol consumption is permitted within this space. It is an **offense** under both the law and [University Community Regulations](#) to possess and/or consume alcohol in an unlicensed area on campus.
- 2.9 Food and beverage consumption is permitted within the space, provided that such consumption does not impact others, and the space is kept clean.
- 2.10 Do not leave personal belongings behind or unaccompanied for long periods of time. Please ensure the area is clean and ready for others to use upon your departure. Found items will be stored in a lost and found located in POD344.

3.0 Community Guidelines

- 3.1 The Arts Lounge is a shared public space used for the purposes of academic study and community building. During times when the Arts Lounge is not booked for an event, this space will primarily be reserved for independent and/or group study. Any use of this space will be in accordance with the University's [Student Non-Academic Code of Conduct, Guide to Civility](#), and [Discrimination and Harassment Prevention Policy](#).
- 3.2 When the Arts Lounge is reserved for an event, priority to use the Lounge will be given to that group. Community members may continue using the space for the duration of the event, so long as their presence does not interfere with the programming of the event. If the space is reserved for a private event, students may be asked to temporarily leave the space for the duration of the event.

- 3.3** Community members are expected to be respectful of others using the space. Refrain from using obscene or offensive language, and ensure conversations are not disruptive to others using the space.
- 3.4** Community members should not behave in a boisterous manner or make excessive noise so that others in the space are able to engage in quiet study.
- 3.5** Community members are expected to behave in a manner that maintains the safety and comfort of diverse community members. Any level of discrimination within this space will not be tolerated.
 - 3.5.1** Violations of the expectation set out in section 3.5 shall be brought forward and reviewed by the Manager, Student Relations and Development.
 - 3.5.2** The Manager, Student Relations and Development will consult with the complainant and the accused community member toward conflict resolution on a case-by-case basis.
 - 3.5.3** In the case of repeated offenses, or where a conflict resolution is not possible, the accused community member may have their access to the space revoked or cases may be referred to the Student Conduct Office if appropriate.

4.0 Hours of Operation

- 4.1** The Arts Lounge is available for use Monday through Friday between the hours of 7:00 am to 12:00 am, so long as the University is not closed.
- 4.2** The Arts Lounge will have dedicated quiet hours from 7:00 am to 12:00 pm on Tuesdays, Wednesdays, and Thursdays. The space may not be reserved during this time.
- 4.3** During quiet hours, independent study will be prioritized. Anyone who wishes to use this space during established quiet hours must keep noise to a minimum.
- 4.4** The Arts Lounge may be reserved for a maximum of 3 hours per day during the hours of 7:00 am to 6:00 pm, after 6:00pm the space may be reserved for longer periods as needed.

5.0 Arts Library Use

- 5.1** The Arts library is intended for use by Faculty of Arts students only. A database with all materials housed in the Arts Library can be accessed through the

[SASSH Website](#) under the “Community” page.

- 5.2 Materials may only be used within the Arts Lounge and should be returned to their original location after use.
- 5.3 Anyone who wishes to rent an item for extended use can notify the SASSH at vp.community@sassh.ca after completing an [Arts Library Rental Form](#).

6.0 Booking the Arts Lounge

- 6.1 Community members must follow additional guidelines when reserving the space. To book the Arts Lounge, please submit a completed and signed copy of the [Arts Lounge Booking Form](#) to stulife@torontomu.ca no less than two weeks before the event date.
- 6.2 Requests will be reviewed and confirmed by the Student Experience Centre administrative team within one week of the submission date.