

SGPS Space Use Policy

Preamble:

The SGPS has been allocated a number of rooms within the John Deutsch University Centre (JDUC). The overarching body responsible for the operation of the JDUC is the Student Life Center (SLC). This policy serves as a framework to promote the fair use of SGPS rooms located within the JDUC by SGPS members, and does not supersede policies set by the SLC or Queen's University. This policy provides usage guidelines for all SGPS-designated space with the exception of those rooms described below. SGPS rooms covered under the purview of these guidelines are: 029, 031, 208, 209, 213, 215. The SGPS reserves the right to modify the aforementioned list of rooms at any time and without notice. Usage of SGPS space by any student(s) or group(s) is contingent upon agreement with the terms set out by this policy.

Reservation Process

Reservations for SGPS space may be made to the main office (JDUC 021) and must be made in person. Reservations are processed on a first come, first served basis, with the exception that SGPS business may take priority in the event of an unexpected conflict. The SGPS reserves the right to cancel or relocate reservations should extenuating circumstances arise. In this event, notification of the cancellation or relocation will be made by email or telephone, if possible. Reservations may only be made for periods during the normal operating hours of the SGPS or the SLC office. The following information is required to process a reservation request: Principal student name and student number, phone number or contact email, group name (if applicable), purpose of event, estimated number of attendees (if applicable).

Right to Reservation

The SLC has designated space specifically for use by the SGPS, and right to use of this space is restricted to ordinary members of the SGPS as defined by SGPS Bylaw B.4.1.

Reservation Guidelines

Reservations for SGPS space may be made year round owing to full-time graduate and professional student presence on campus. Reservations may only be made for SPGS space by groups of 3 or more members, booked a maximum of one month in advance. To ensure fair use of SGPS space, reservations may be made for a daily maximum of 4 hours by any one group regardless of room booked. Reservations may be made on a recurrent basis only by SGPS ratified clubs. Recurring reservations may only be booked from September 15th through April 30th to ensure that new clubs have sufficient time to organize meetings. Reservations by clubs may still be made outside of this period, however they may only be booked up to one month in advance.

Use of Space

The use of any SGPS space must be in compliance with SLC policies, the Queen's Student Code of Conduct, and may not be used to promote hate, discrimination, violence, or any other activity which is judged, in the sole opinion of the Equity Commissioner, to be misaligned with SGPS equity principles. Violation of the *Use of Space* clause may result in a ban of up to one year on either the student(s) or group(s) from using any SGPS-designated space. Appeals may be made to SGPS Council.

Catering, or the provision of any large quantity of food or drink is subject to SLC policy, and users are advised that catering and/or waste removal charges may be assessed by the SLC. Rooms must be kept tidy and returned to the same level of cleanliness found prior to the group taking occupancy of the space. The SGPS reserves the right to charge student(s) or group(s) for any clean up or repair fees due to damage or negligence associated with their use of the space. Any clean up or repair fees assessed may only be disputed by means of an appeal to SGPS Council.

Long Term Occupancy

SGPS members and affiliated clubs, groups, or organizations may also request long-term use of space for more permanent activities. Such applications will be adjudicated by the SGPS Executive, taking into consideration the utility of the club, group, or organization's activities to graduate and professional students, the overall space needs of the SGPS membership, and in compliance with the other elements of this policy. The SGPS Executive can grant use of the space for one semester or one year, depending on the applicant's desires and the Executive's assessment of the criteria noted above. Clubs, groups, or organizations that are granted use of such spaces can apply for extensions of their use of the space by submitting a new written request no less than one month before the expiry of their existing agreement.

Exemption to Policy

Exemption to the SGPS space use policy applies to the following rooms: 021 (main office), 235 (Executive Assistant office), 236 (Executive offices), 237 (SGPS Social Lounge), 203 (Student Advisor Office), 205 (Student Advisor waiting room). These rooms may not be booked for use by SGPS members. Exemption to any clause in the *SGPS Space Use Policy* may also be granted at the sole discretion of the SGPS Executive.

~~Red strikethrough text is suggested for removal.~~

Text highlighted in yellow is suggested for addition

P.4.4 Year Plans

- a. Year Plans establishes a list of goals for the year and steps to achieve those goals.
- b. The following groups or individuals are responsible for creating a Year Plan:
 - (1) The Executive as a whole;
 - (2) Each member of the Executive; and (3) Each Appointee of Council.
- c. **Year Plan submission and review:**
 1. Executive Year Plans shall be submitted to the August meeting of SGPS Council.
 2. Appointee of Council Year Plans shall be submitted to the December meeting of SGPS Council
 3. Members of the Executive shall review their Year Plan progress at the January meeting of SGPS Council.
- d. ~~Executive Year Plans shall be submitted directly to Council after the completion of Transition, with the following exceptions:~~
- e. Coordinators shall submit their Plan to their designated superior, be they a Commissioner or Executive, as outlined in P.2.1.
 1. (1) Where no designated superior exists, the Coordinator will submit their Plan directly to Council.
 2. (2) Where such a superior exists, the Coordinator Plan must first be approved before submitted to Council. If the Coordinator receives no response from the designated superior within fourteen (14) days , said Coordinator is free to submit their Plan directly to Council.
- f. ~~Coordinators shall submit their Plan to their designated superior, be they a Commissioner or Executive.~~
- g. ~~Once the Appointee of Council Strategic Plan is finalized, it shall be reported to Council.~~
- h. The Year Plan shall:
 1. (1) include consideration for relevant Bylaws, Policies, and job descriptions governing the particular Appointee position;
 2. (2) outline goals for the duration of the Appointee term and a brief description of how they shall be fulfilled; and
 3. (3) take into consideration the SGPS Strategic Plan, in accordance with P. 10.5.
- i. At the end of their terms, all Executives and Appointees of Council shall review their year plans in preparation of their transition reports.