

## QPIRG Concordia after hours space use agreement and key list policy

This agreement outlines the rights and responsibilities of QPIRG Concordia members who have access to the QPIRG space outside of regular opening hours through being on either the external key list or the internal key list.

This agreement is applicable during all times that the QPIRG Concordia space is closed. QPIRG is considered open between 12pm and 6pm, Monday to Thursday. The space is considered closed whenever there are no staff members present, and anytime outside of opening hours

### **Signing this agreement allows the key holder the right to:**

- sign out one of three QPIRG Concordia entrance key sets. The external key set is held at the Concordia University Security Desk, located in the Hall Building at 1455 de Maisonneuve, unless it is in use by another member, in which case the space should already be accessible, The two internal key sets are held by QPIRG staff and can be signed out during office hours. Please refer to the after hours space use policy for details regarding the difference between the external and internal key sets.
- access the QPIRG Concordia space 365 days per year, 24 hours per day, unless an exclusivity notice has been posted by the staff or board members for a specific time.
- book the lounge, board room, or library spaces, following any protocols in place.
- invite general members and guests into the QPIRG space.
- use the computers, as negotiated with other users, to create or view documents, web pages, emails, and store files in their personalized sign in account. Files and documents saved to the public use desktops can be erased without warning.
- use the QPIRG administrative tools (hole punches, staplers, paper cutters, etc).
- ask those who are not on the key list, nor accompanied by someone who is, to leave the QPIRG office.

**This agreement does not give the user the right to:**

- store anything in the QPIRG space without prior consent of QPIRG staff or board members, except in the poster pick-up area.
- prohibit or dissuade other QPIRG key list users from using the space, unless they are being disrespectful, harmful, abusive or threatening.
- speak on behalf of QPIRG Concordia, in particular to the media, to Concordia university officials, to the landlord, or any other party with which QPIRG has a formal contract.
- download / install / store programs, music, or intrusively large documents on the computers.
- Access or post to any QPIRG internal email lists.
- Disrupt or interfere in any way with the work of QPIRG staff or board.
- Sleep at QPIRG, or use the QPIRG space in such a way that prevents others from accomplishing QPIRG-related work.

**Signing this agreement binds the user to the following responsibilities:**

1. SIGN IN/OUT: sign-in whenever using the QPIRG office after hours; when you arrive, if you pass the key to another user, when you leave.
2. RESPECT QPIRG: make sure QPIRG's resources are used with respect, recognizing their finite nature, their environmental impact, and the variety of projects, groups, and allies which count on them.
3. BE RESPONSIBLE: be responsible for the behaviour of all people that you allow into the space.
4. ENSURE ACCESS FOR OTHER KEY LIST MEMBERS: if you are in the QPIRG space with the door locked, you must answer knocks at the door and calls to the door buzzer and provide entrance to other key list members. Buzzers are located just outside the library, just inside the board room, and next to the phone at the computers in the lounge.
5. ENFORCE POLICIES: respect and enforce any QPIRG policies that are in place including but not limited to space use, harassment, photocopies, and the scent-free policy. For clarification of these policies, please contact staff during working hours.
6. TAKE RESPONSIBILITY for the cleanliness of the space:

- ❑ ensure all garbage and paper scraps are picked up off the floor
- ❑ clean up any work areas you or others have used
- ❑ vacuum or sweep the floor, if necessary
- ❑ take out garbage to the bin behind the building and recycling when full (only if you've been trained on how to do so).

7. SUPPORT STAFF ADMINISTRATION:

- ❑ only answer the QPIRG phones if you are expecting a call.
- ❑ if answering the incoming phone line, answer with "QPIRG" or "QPIRG Bonjour". If it is a QPIRG-related inquiry, let them know when the office will next be open, and take a message.
- ❑ communicate with staff by writing down messages in the phone message book (found in the staff office area).
- ❑ alert staff to a shortage of paper, photocopier toner, printer toner, fax paper, or office supplies. Please do NOT change printer toner yourself (due to expense and liability).
- ❑ alert staff to any other concerns that have arisen after hours, including but not limited to any contact with the landlord, incidents of harassment, theft, loss, breakage, etc.
- ❑ respect signage indicating staff-only spaces or supplies.

8. CLOSE THE OFFICE before leaving:

- ❑ return chairs to their usual places (red metal chairs in the board room or stacked in lounge, wheeled chairs around desks)
- ❑ return administrative tools and office supplies to their place in the cabinet or where you found them.
- ❑ delete your computer files from the desktop or save them in your own sign in account
- ❑ ensure that the accessibility of the space is not inhibited, for ex. chairs or other objects blocking bookshelves in the library or passage through the space,
- ❑ sign-out
- ❑ turn off lights
- ❑ lock the QPIRG door and library door if it has been opened
- ❑ either return the external key set to the Concordia Security desk (even if only leaving for a short time) or return the internal key set according to the details you provided in your booking request.

**QPIRG has the right to remove the user's key list privileges, if responsibilities are not fulfilled.**

**last revision: November 2009**

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## **QPIRG CONCORDIA SPACE USE AND KEY LIST POLICY - AFTER HOURS**

### **Preamble**

The goal of this policy is to ensure that QPIRG resources are distributed in as inclusive and accessible a manner as possible, while maintaining the durability of those resources alongside the comfort and safety of all persons using them. At all times during space use after hours, at least one person is actively responsible for this goal; the role of that person should be known to all others sharing the space with them.

### **Definitions**

**QPIRG opening hours:** Monday to Thursday, from 12pm to 6 pm, unless otherwise posted

**After hours:** any time other than QPIRG opening hours

**Member:** (a) any person who has paid the current annual membership fee to QPIRG Concordia, either as a community member or student or (b) any person who has fulfilled the annual minimum number of volunteer hours required by current membership policy at QPIRG, as per the constitution. Community membership is renewed annually on expiry; student membership is renewed annually upon registration at Concordia University.

**Key list member:** any person who has sign-out access to a QPIRG key-set. Key list members are people who have signed the after-hours space use contract, and have been oriented to their responsibilities as a key holder. Key access is renewed annually or upon introduction of new space use issues and policy changes.

**The key holder:** the person with the keys, responsible for the QPIRG space while they are in possession of these keys.

**Working group member:** any listed member of a current working group at QPIRG Concordia.

**General member:** refers to anyone who does not have access to the QPIRG key lists and wishes to use the space.

**External key:** one key set held at the Concordia University Security Desk in the Hall Building and which is accessible to registered Concordia University students and employees and which is accessible to working group members, board members, staff, solidarity group members and affiliate groups members.

**Internal key:** two key sets held at QPIRG-Concordia and which are accessible to

working group members, board members, staff, solidarity group members and affiliate groups members who are not registered Concordia University students or employees.

## **Policy**

### **1.0 Access and Responsibilities**

The spirit of this policy is not intended as a means by which to arbitrarily restrict people's access to the QPIRG space, but rather, to increase users' responsibility to it. The space will remain as accessible as key list members make it – the more responsibility key list members are willing to take, the more accessible the space will remain.

1. The person who has the keys to the space is automatically the key holder and is responsible for the space and all the people in it, including guests of other key list members and individuals in a meeting. Responsibilities of the key holder are outlined in the after hours space use agreement.
2. The key holder will be required to sign-in into the logbook provided at the entranceway.
3. The person responsible for the space *can* transfer this responsibility to another key holder, provided that this transfer is announced to others using the space at the time and is recorded in the logbook.
4. The key holder must inform others in the space of their intent to leave and their estimated return time if known (if intending to return), at least fifteen (15) minutes prior to leaving.
5. The key holder may lock the door from the inside if they are not able to be responsible for the entire space (ie. are in a closed door meeting). They are required to answer door knocks and the buzzer in order to provide access to key list members needing to use the space at the same time. It is understood that the key holder will respond in good faith to those claiming to be key list members.
  - 5.1 The key holder is welcome to leave the door unlocked in order to allow access to general members if they are willing to be responsible for the space.
  - 5.2 If the key holder is not able to be responsible for the space but someone else present who is on either key list is willing, key list responsibility should be transferred to this person. All exchanges of the keys must be recorded in the logbook.

- 5.3 The external key set can be passed to anyone on either list. The internal key sets can only be passed between those on the internal key list.
  - 5.4 Anyone can be told to leave if they are in violation of QPIRG's mandate or policies, for example, if they are not abiding by the scent-free policy.
6. There are two different key lists maintained by QPIRG. Each is accessed differently, and have variations in the responsibilities associated with accessing the different key sets.

Anyone wishing to be a key list member of either key list must provide up-to-date contact information and several alternative communication channels in case of an emergency or missing key sets.

- 6.1 EXTERNAL KEY LIST: Key list maintained at Concordia's Security Desk for registered Concordia students and employees and which is accessible to working group members, board members, staff, solidarity group members and affiliate groups members.
- any key list member who is eligible for this key list must be subscribed to this one rather than the internal key list except if they require access outside of the security desk hours, in which case they may also be subscribed to the internal list for this type of after hours access only.
  - Eligibility is determined by the security department of Concordia, and has been defined as a currently registered student or employee at Concordia University. Students registered for classes in the winter but not summer term are still deemed eligible for this key list in the summer.
  - All key holders, regardless of whether or not there is another key holder present, must sign in and out of the key holder sign in sheet.
  - The key set for this key list is available for sign out at the Security Desk in Concordia's hall building, upon presentation of valid Concordia student or employee ID. This key set must be returned to the security desk, and is the responsibility of the person who signs it out, until it is signed over to another key list member (from either list) on the key list sign-in sheet, or returned to the Security Desk.
  - This key set is expected to be returned to the Security Desk as soon as the keys are no longer being used – they are never to leave the Concordia campus or be inaccessible to other key list members for any length of time.
  - This key list is only available from 7am – 1pm and after 6pm – 11pm on weekdays, and from 7am – 11pm on weekends.

- This key list is renewed every semester. If an external key list member is no longer eligible for the external list in a semester, it is up to that person to inform QPIRG staff if they wished to be enrolled to the internal key list instead. You will not automatically be moved from one to the other.

6.2 INTERNAL KEY LIST: Community member key list, maintained by QPIRG staff during office hours which and which is accessible to working group members, board members, staff, solidarity group members and affiliate groups members.

- any staff, board member, working group member, solidarity group member and affiliate group member who is not eligible for the external key list (i.e. is not a registered student or employee of Concordia University) can be subscribed to this list, including former members of the external key list when they are deemed ineligible for that list.
- All key holders, regardless of whether or not there is another key holder present, must sign in and out of the key holder sign in sheet.
- Key list members may sign out one of two key sets during office hours with a staff member. The key set should be returned to staff during office hours or placed in the return box on the QPIRG door, unless they have been passed the external key set, in which case it must be returned to the Concordia Security desk.
- This key set may be passed on to other internal key list members only (not external key list members). These key set transactions MUST be recorded on the key holder login sheet at QPIRG. If it is not recorded, or not recorded correctly, the key set remains the responsibility of the person that originally signed them out.
- QPIRG members must enroll on this key list with the intention of facilitating access to QPIRG of key list members and guest and space users as much as possible. This includes being asked to return or deliver key sets to other key list members whenever possible, and being willing to be contacted to do so.

7. Key list members will be removed from the key list after 3 occurrences of violating the key list policy or if keys are not returned according to the terms of each key list.

7.1 Acts considered to be in violation of the key list policy include but are not limited to not returning the security key set in a timely fashion, forgetting to lock the door after leaving the QPIRG space, consuming alcohol within the QPIRG space outside of events for which the board pre-approved alcohol consumption, etc.

7.2 Staff will warn a key list member when that person has committed a key list policy infraction. After three infractions, staff will determine the length of time that key list member will not have access to the key list.

## **2.0 Library security**

### Books and other print resources.

The library will remain locked after hours to minimize loss due to undocumented borrowing or misplacement. The sign out key sets also have a key to the library and it will be the responsibility of the key holder to open and close this door in the event that someone wants to check out books or that the room has been booked for a meeting. It will be the responsibility of the key holder to know the library sign-out procedures and to convey those procedures to anyone using the library space.

### Audio-visual resources.

The films and videos are in a locked cabinet and are only available to be signed out during office hours.

### Membership.

All new and current library members must obtain a library card from one of the Coordinators during office hours.

## **3.0 Alcohol-free space**

The serving or consumption of alcohol in the QPIRG Concordia space is prohibited at all times excepting the circumstances outlined below:

- a) The board shall have the permission to approve the serving and/or consumption of alcohol at events in the QPIRG Concordia space on a rare, case-by-case basis;
- b) Permission may only be granted to events for which QPIRG Concordia staff and/or board are directly responsible; and
- c) Permission may only be granted to events for which the appropriate license has been successfully acquired from the *Régie des alcools, des courses et des jeux*.



**Space User Agreement:**

Full Name: \_\_\_\_\_

- *only legal name and ID # will be given to the Security Desk for external key list members so that you may sign out the external key set. Please state if you have a chosen name that is different than your legal name so that QPIRG can ensure to use your chosen name in all documentation and communication other than the external key list information it provides to Concordia Security.*

ID number (for the security desk): \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

- *a phone number and email address is required to alert you to any changes to access or policy*

Alternative Contact information:

1. \_\_\_\_\_

2. \_\_\_\_\_

Intended purpose of access: \_\_\_\_\_

Date(s) of access: \_\_\_\_\_ until: \_\_\_\_\_

or  Until October 31, 2015

Endorsed by: \_\_\_\_\_

(must be endorsed by QPIRG staff or board member, or a person already on the key list)

**I have read and agree to abide by the conditions of this agreement.**

Signature: \_\_\_\_\_

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

**Office Use Only:** Enrolled on key list **EXTERNAL** or **INTERNAL**

Date enrolled on key list \_\_\_\_\_ Initials: \_\_\_\_\_