

Title:	DMSS Lounge Booking & Usage Policy
Issued By:	Building Services, Faculty of Medicine
Date Issued:	May 8, 2018

1. Policy Statement

The Faculty of Medicine seeks to provide a venue for medical students, graduate students, staff and faculty to interact in a casual atmosphere in an environment that is safe for persons and property.

The Faculty of Medicine entrusts the Dalhousie Medical Student Society to operate and manage the Dalhousie Medical Student Society Lounge located in 2L-B5 2nd floor of the Tupper Link for the use by medical students, graduate students, staff and faculty.

2. Purpose of Policy

This policy has been developed to provide information on booking procedures, associated costs and other relevant university policies.

3. User Accountability

Users are responsible for the facilities and its contents and are expected to treat the lounge with respect. Users are expected to treat the lounge similar to a public lounge. The lounge should be left in the same condition and configuration in which they were found. Users will be charged for any damages to the lounge and its contents, cleaning fees and loss of or damage to equipment during an event.

A licensed bartender must be hired for any event where alcohol is being served. For information on how to schedule a licensed bartender or procedures to train your own bartender contact the Director of Licensed Operations, Dalhousie Student Union at 494-6891 or email greg.wright@dal.ca

Maximum occupancy of the DMSS Lounge is eight-five (85) persons. Due to the building code regulations events with over 85 persons cannot be scheduled in the DMSS Lounge.

The Dean of Medicine in consultation with the Dalhousie Medical Student Society reserves the right to revoke and/or suspend lounge use privileges to users. Outside groups cannot book the lounge the week before exams as students utilize the lounge as a study area. Where possible the Lounge should not be booked between the hours of 11:30 am to 1:30 pm Monday to Friday as this would interfere with the student use of the lounge.

4. Booking Procedures

To reserve the Dalhousie Medical Student Society (DMSS) Lounge:

- complete a DMSS Lounge Booking Request Form located at the end of this document and forward the form to Building Services, Faculty of Medicine at building.medicine@dal.ca or drop the form off at Room 1B1 located in the Tupper Foyer.
- the Tupper Building Services Office will contact the DMSS dmss@dal.ca to verify that there are no booking conflicts and request approval to proceed with the booking.
- the Tupper Building Services Office will send via email a reservation confirmation to the requestor
- medical student events serving alcohol where 20 or more students are expected, with the exception of Interest Group Lifestyles Nights, will have a Dalhousie Security Officer hired and custodial services scheduled after the event.
- medical student events serving a large amount of food / drink will schedule custodial services.
- The Building Services Office will coordinate security and custodial services and cover the cost of such services under a Dean's account.

5. Fees

The Tupper Building Services Office will communicate to the requestor any fees to cover custodial services and/or security services if required. The Dean's Office will cover the cost for medical student events for Custodial Services and Security Services. Charges will apply to other groups who are approved to use the space.

6. Related Policy Documents

All users are responsible for the adhering to all relevant Dalhousie University policies and regulations, including the following:

University Alcohol Policy, Dalhousie University:

https://cdn.dal.ca/content/dam/dalhousie/pdf/dept/university_secretariat/policy-repository/AlcoholPolicyJune2017.pdf

Student Code of Conduct:

https://www.dal.ca/dept/university_secretariat/policies/student-life/code-of-student-conduct.html

7. Services available for students:

Peer Health / Peer Health Alcohol Responsibility Program	494-6830
Dalhousie Bar Services – Student Union Building	494-6891
Counseling Services – Student Union Building	494-2081
Student Health & Wellness Services	494-2171
University Emergency	4109 / cell 494-4109

Medical Student Lounge
2nd floor Link Building
Faculty of Medicine
(capacity 85 persons)
Alcohol Events

All events in the Medical Student Lounge that serve alcohol must not extend beyond 10:00 pm on any evening with last call at 9:15 pm with participants leaving the building no later than 10:00 pm.

Alcoholic beverages will not be permitted in the lounge unless arrangements for a Special Occasion License are made through Dalhousie Bar Services in accordance with the legal requirements of the Liquor Control Act of N.S. Bar Services can be reached at 494-6891 or bar.services@dal.ca

The person(s) whose name(s) appear on the Special Occasion License referred to as the function coordinator must be in attendance and be in control of the event. The function coordinator and those acting as bar staff for the event, must have taken the Responsible Server Intervention Program at the beginning of the current academic year or have other formal training approved by Bar Services.

Only bar staff may serve alcohol. Patrons are not permitted to bring their own beverages.

Non-alcoholic beverage choices must be available at all functions.

Alcohol is not permitted outside of the Lounge.

Exterior building doors must not be propped open at any time, for any reason

After the event the lounge must be left in good condition.

Failure to abide by these rules may result in suspension of the License privileges and/or suspension of lounge use privilege for similar events.

TIGER PATROL

Dalhousie University offers Tiger Patrol which is a free shuttle available to all students, faculty and staff of Dalhousie University.

Hours of operation

- 6 p.m. to 1:30 a.m. each day, during the academic year.
- Just show your DalCard and hop in.
- **Route information and questions:** Call 499-1831 or 718-9908.

<http://www.dal.ca/dept/facilities/services/security-services/tigerpatrol.html>

If you must walk home after the event, participants are encouraged to walk with others as there is safety in numbers.

DMSS Lounge Booking Request Form

This form must be completed and submitted to the Tupper Building Services Office five days prior to an event.

Name of Event: _____

Date of Request: _____

Date of Event: _____

Start Time of Event: _____

End Time of Event*: _____

Anticipated # of participants**: _____

Alcohol present during event (yes *** or no): _____

Name of Requestor: _____

Signature of Requestor: _____

Email Address: _____

Telephone Number (daytime): _____

Department: _____

* events serving alcohol must have last call at 9:15 pm with the event ending at 10:00 pm.

** Bookings with participants over 85 will be refused as this number exceeds the maximum number of occupants allowed under the National Building Code.

*** If alcohol is served during the event the requestor must follow the University Alcohol Policy. The requestor must contact Dalhousie Bar Services at 494-6891 for information to serve alcohol.

Office Use Only

Damage Deposit (external) _____

Payment Received _____

Name of Bld Services Associate Processing Request _____