

DMSS Terms of Reference: Facilities

Revised May 8, 2023

DMSS Office and Storeroom

- a. The DMSS office shall be the place where the records and files belonging to the DMSS are kept. It shall be used by the Executive Council members for the purpose of conducting the business of the DMSS.
- b. The DMSS storeroom shall be used at the discretion of the DMSS for storage of DMSS property.
- c. The class yearbook (if applicable) and Dalhousie Medical Journal (DMJ) publications and records of each shall be kept in the DMSS Office.

DMSS Keys

- a. DMSS keys are the property of the DMSS and are to be returned at the end of each operating year.
- b. Keys are to be issued as follows:
 - i. DMSS Office keys shall be made available to the DMSS President, Vice-President Internal, Vice-President External and Vice-President Finance.
 - ii. DMSS Storeroom Keys shall be made available to the DMSS President, DMSS Vice-President Internal, and the Lounge Manager.
 - iii. Keys to the barbeque storage room shall be made available to the DMSS Vice-President Internal and the Lounge Manager.
- c. A keyholder's document must be initialed by each officer for each key.

DMNB & DMNS Lounge

- a. The lounge will be available for use by Dalhousie Medical Students.
- b. Reservations are operated in concordance with the DMSS Lounge Booking & Usage policy. The DMNB Technology and Communications Representative is responsible for booking the DMNB Lounge and the DMSS VP Communications is responsible for booking the DMNS lounge.
 - i. No person or persons shall have the right to permanently remove or dispose of DMSS property without the knowledge and consent of the DMSS Council.
 - ii. The names of any person or persons removing, damaging, defacing, or destroying DMSS property shall be reported to Dalhousie Security.
- c. No events will be approved for Lounge use during Wellness Week or Green Week without the approval of the Wellness Week or Green Week Committee, respectively.

DMNS Wellness Room

- a. The Wellness Room shall be a place dedicated to spiritual practice, meditation, quiet reflection and other activities related to well-being. The wellness room is not

a lounge, study room, meeting room or meant to be used for other purposes. This room is to be accessible by all Dalhousie medical students.

- b. Users of the Wellness Room shall abide by the following:
- i. Be respectful when using this space and do not interrupt those already in the room. Silent spiritual practice and meditation is expected.
 - ii. The Wellness Room is not meant for talking, napping, loitering, eating (sealed beverages are permitted), or studying.
 - iii. If leaving the room for longer than 15 minutes, please take your belongings with you so others can use this space.
 - iv. Please make sure cell phones are set to silent or vibrate mode when in this space.
 - v. Users of the Wellness Room should leave the space in its original layout and in clean and tidy condition.
 - vi. Promotional posters, flyers, etc. are generally not allowed in the Wellness Room, however, wellness-related posters may be permitted upon review by Student Diversity and Inclusion Committee (SDIC) representatives (see below).
 - vii. The Wellness Room may be used on a drop in basis only by Dalhousie medical students (bookings are not permitted).
 - viii. Burning of candles, incense, or other flame or smoke-producing materials is prohibited as they are a fire hazard.
 - ix. This is a scent-free space.
- c. The SDIC Liaison and the Med1 SDIC Representative shall be the reference point of contact regarding any issues related to maintenance, use, or functioning of the wellness room.

Bulletin Boards

- a. At DMNS, The DMSS has jurisdiction over the bulletin boards in the Tupper Link, the DMNS Lounge, and the seminar rooms area.
- b. At DMNB, the DMSS has access to the whiteboard calendar in the lounge, the side office off the lounge, and the bulletin board outside of the lounge entrance. Bulletin board space shall be allocated at the discretion of the DMSS.