

**DMSS Terms of Reference: Facilities**

**Revised May 6<sup>th</sup>, 2019**

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 as well as bar supplies.
- c. The class yearbook and Dalhousie Medical Journal (DMJ) publications and records of each shall be kept in the DMSS Office.
- d. DMSS keys are the property of the DMSS and are to be returned at the end of each operating year.
  - i. DMSS Office keys shall be made available to the DMSS President, Vice-President Internal, Vice-President External Jr. and Vice-President Finance with a key holders document initialled by each officer.
  - ii. DMSS Storeroom Keys shall be made available to the DMSS President, DMSS Vice-President Internal, and the Lounge Manager, with a keyholder's document initialled by each officer.

Medical School Student Lounge

- a. The lounge will be available for use by Dalhousie Medical Students.
- b. Reservations are operated by the DMSS VP Communications, in concordance with the DMSS Lounge Booking & Usage policy.
  - 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 without the approval of the Wellness Week Committee.

Bulletin Boards

- a. The DMSS has jurisdiction over the bulletin boards in the Link, the Lounge, and the seminar rooms area.
- b. Bulletin board space shall be allocated at the discretion of the DMSS.