

York University
Centre for Aboriginal Student Services

Skennen'kó:wa Gamig/ Hart House Terms of Use

The Hart House is a designated space for use by the Indigenous community on campus.

1. Responsibility of Administration

The Centre for Aboriginal Student Services (CASS) has been delegated authority to oversee operation of the Hart House facility including site access, event bookings, and day-to-day activities. Campus Services and Business Operations will be responsible for responding to service requests and for the energy footprint of the building. Security Services will provide regular patrols of the property and will respond to security alarms as per other campus buildings.

For day-to-day issues concerning access to the space and/or administrative and minor operations issues, users should contact CASS at extension 33517 or after hours, contact the CASS staff member on-call.

2. User Groups

The following groups will be granted access to the facility. Other groups may be added from time to time as deemed appropriate by CASS. Each group will identify approved users from within its group and forward the names and student numbers (where applicable) of those users to CASS for entry into the electronic building access system:

- 1) Centre for Aboriginal Student Services
- 2) Aboriginal Students Association at York
- 3) Osgoode Indigenous Students Association
- 4) Indigenous Students Association at Glendon
- 5) Indigenous Council of York University
- 6) Indigenous staff
- 7) Indigenous faculty members

3. Anticipated Uses

Hart House will serve in a number of functions including providing a safe cultural space on campus for formal and informal use by Indigenous students, staff and faculty. In addition to casual congregating, student groups will use the facility for a range of activities including Elder events, workshops and meetings. CASS will use the space to support cultural programs including Elder events, workshops, and teachings. Faculty members will use the space for Indigenous related teaching, speaker series, and Indigenous graduation receptions.

4. Hours of Operation

Normal operating hours for Hart House will be 9:00 am to 11:00 pm.

*In the interim, hours will be restricted from 9:30 am to 4:00 pm while final lighting repairs are made to the exterior of the building. Users will be advised via email when normal operating hours will be in effect.

Events may take place outside these hours with CASS approval on an ad hoc basis.

5. Access Cards

Registered users will access the facility via electronic key control using YU Cards programmed for this purpose. Access cards will have specified hours for usage.

6. Space & Event Bookings

CASS will administer booking requests for space and events. All requests will be submitted to CASS for review. Pending approval, bookings will appear on a transparent booking calendar. (e.g. via the R25 system and/or via posted calendar in the facility)

Staff at Osgoode Hall Law School will serve in a back-up support role for bookings to assist during periods when CASS staff will be unavailable for a set period of time.

7. Visitor Policies

Visitors are welcome while accompanied by a registered user. Registered users are responsible for the conduct of their visitors at all times and must remain on-site while visitors are on the premises.

Visitors are to respect and adhere to all terms of use and any policies and procedures that may be adopted from time to time.

8. Use of Kitchen Appliances

The kitchen facilities are a key support to Aboriginal events, ceremonies, and community building. Users have access to refrigerator, microwave, toaster oven, toaster, coffee maker, and stove. A shutoff key system for the stove will be in place for safety reasons. The key will be signed out by request for events.

Registered users may use the kitchen facilities in support of their activities provided (a) all users take responsibility for tidying/cleaning up after themselves; (b) that upon preparing to depart the facility, each user ensures that the switch governing electricity to the stove is in the off position before leaving the building; and (c) that the shutoff key is returned to CASS as soon as is practicable following the conclusion of the event.

9. Health and Safety

Users of the space are required to conduct themselves at all times in support of the well-being and safety of themselves and all other users of the space. Hart House is intended to be a sanctuary space where the values of mutual respect and freedom from violence and harassment are upheld.

10. Emergency and Security Response Procedures

Users should refer to the “Hart House Emergency Information” bulletin that is included below as an appendix and posted inside the facility.

There is a telephone installed in Hart House. For general administrative concerns or minor issues, users should contact CASS at extension 33517. As outlined in the Appendix, in the event of an emergency, users should call 911, and then call Campus Security at extension 33333 to advise them they have called 911. Subsequently, users should contact the on-call CASS staff member to alert them of the emergency and to gather additional instructions.

A "panic button" linked to the building alarm and monitored by Security Services is to be installed in the foyer space next to the main entrance; users of the space should activate this button in the event of an emergency.

A Blue Light Emergency Telephone is located directly north of the main entrance and gate. By pressing the call button on these phones, users connect directly with Security Services who will respond immediately. In the event the telephone and/or "panic button" inside Hart House is not operable, users should follow evacuation procedures (see below) and use the emergency blue light telephone to contact Security.

Evacuation Procedures, including a post-evacuation meeting location, will be posted inside the main entrance of Hart House. All registered users will be provided a copy of the Evacuation Procedures as part of their orientation to the space.

11. Building Capacity and Restrictions of Usage

The capacity of the facility is 29 persons.

Users are restricted to the main floor of the facility. Entry to the basement and second floor are restricted to CASS staff only.

12. Expectation to Care for the Space

Hart House is a shared space and users are expected to be care takers of the space while making use of the facility. Users should contact CASS staff to report damages or malfunctions to equipment or furnishings within the space. In circumstances where damages or malfunctions are caused by the willful acts of users or their guests, users and/or their guests may be held liable for the cost of repairs or replacement.

13. Other restrictions

- Use of the fireplace is not permitted.
- No overnight sleeping is permitted.
- No smoking is permitted with the exception of smudging.
- No drugs or alcohol is permitted.

14. Orientation to Space

Group or individual tours can be arranged, prior to first use, through CASS. Tours will familiarize users to access procedures, and emergency and safety procedures.

**Version 1: In effect from March 31, 2017. Next scheduled revision: Spring 2018.
Revision June 2, 2017. Addition of Article 12 – Expectation to Care for the Space.**

**York University
Centre for Aboriginal Student Services**

**Hart House
Terms of Use Agreement**

I have read and understand the Terms of Use, and I accept and agree to abide by all of its terms and conditions.

User's Name (please print)

User's Signature

User's Student/Employee #

Date