



UNBC Faculty Association Lounge (UNBC-FAL) Rules and Regulations

Location: The UNBC-FAL can be found in the SE corner of the second floor of the cafeteria and entrance to the lounge requires an active employee ID card.

*Please read through the following rules carefully, fill-out and sign the form at the bottom, and return to: Art Fredeen, Rm 8-237, ESM Program.
Your activation should take < 1week from submission of this form.*

UNBC-FAL rules and responsibilities:

- 1) The UNBC-FAL is open to all UNBC-FA members. UNBC-based adjunct professors and postdoctoral fellows also have access to the UNBC-FAL.
- 2) Members should be considerate of others while in the lounge area. Since many will be using the lounge as a quiet place to work or converse with colleagues or guests, members should refrain from prolonged cell-phone use or other distracting activities in the lounge unless other members are in accord or an advertised event is in session.
- 3) Members should, in general, leave the lounge in the same or better condition as found.
- 4) UNBC-FAL furnishings and equipment (vacuum, cleaning items, serving dishes, vases, candles and candle-holders etc.) are for UNBC-FAL use only and must not leave the lounge area.
- 5) In general, the UNBC-FAL is not a bookable space; *however*, events relating to UNBC-FA members can be held in the UNBC-FAL on a one-off or on a recurring basis provided the following criteria are met:
 - a. must be approved by the UNBC-FAL committee (contact: Art Fredeen @ x5847, fredeena@unbc.ca)
 - b. must be advertised by posting notices on the door of the UNBC-FAL 24h in advance.
 - c. liquor/food services regulations are obeyed (see below). These are posted in the Lounge on the bulletin board.
- 6) The UNBC-FAL is licensed, but only for alcohol purchased from the UNBC food services, e.g. drinks for sale in the cafeteria can be consumed in the UNBC-FAL. **Please read the liquor license if you are planning an event that involves alcohol in the UNBC-FAL.** Food regulations must also be followed.

- 7) Guests of the UNBC-FAL members are permitted, but they must be in the company of an UNBC-FA member at all times and must not interfere with the use of the lounge by other patrons.
- 8) All UNBC-FAL members who wish to have access to the lounge must understand the rules and regulations of the UNBC-FAL. A valid UNBC photo employee ID card with magnetic strip is required to access the lounge and is activated through submission of this form.
- 9) Members should notify UNBC-FAL committee members (Art Fredeen, Ken Otter, and/or Zoe Meletis) with maintenance issues or suggestions.

Enjoy!

I, the undersigned, have read and agree to abide by the above guidelines for UNBC-FAL use.

UNBC FA member name

Signature

Employee/I.D.#

Member's Program/Department

Office phone #

Date