



South House Sexual and Gender Resource Centre

Space Use Agreement

South House aims to provide resources and referrals to the University and broader Halifax community, as well as a safe space for people to organize. It also offers free meeting space to woman-positive, LGBTQ-positive and anti-oppression groups at the discretion of the Board. Groups using the space must agree to the following guidelines:

Please read and complete this list carefully:

Picking up the key:

1. Once you have completed the key agreement, a coordinator will put you on the key list.
2. To pick up the key, go to the security office, located on Parkade Level of the Marion McCain Arts & Social Sciences Building.
3. They will require that you leave your Dalhousie ID with them.

Closing up/ returning the key:

1. Please leave the space exactly as you found it. Any groups that leave the space without tidying up after themselves will lose the privilege of using the space.
 - a. Return all furniture to where you found it
 - b. Wash and dry all dishes and return them to where they were found.
 - c. Wipe down kitchen table and counters if they were used.
 - d. Put any dirty laundry in the hamper in the kitchen.
 - e. Take any flip chart paper, handouts with you. The South House will throw out any paper left.
 - f. If your group used the last of something (i.e. milk for coffee) please leave a note on the kitchen table.
2. Turn off lights in the hallway and main room. You will find two (2) light switches, both in the hall, near the door to the living room (one on the right and one on the left). There is also a light switch by the dark brown couch. The Light near the

stairwell and the one in between the two outside doors are security lights. These will not turn off.

3. Check to make sure the back door is locked.
4. Check to make sure that the coffee pot and oven are turned off.
5. Lock the handle on the glass door to the Centre by turning the lock on the inside handle.
6. Lock big yellow door with the key.
7. Drop key off at security office (parkade level of the Marion McCain building). If you do not return it security WILL call you and ask that you return it.

As users of the Centre the Guest Organization is agreeing to:

- a) Tidy the space before you leave. Please be sure to return any moved furniture to its original spot, tidy dirty dishes, put away papers, etc after using the Centre. Our general rule is return the Centre the way you find it. Important** The DWC reserves the right to revoke the privileges of any group who meets in the Centre and who fails to properly care for and maintain the DWC safe space. Dirty dishes left around or food can result in the immediate termination of space privileges!
- b) Please check dates to ensure your meeting time does not fall on a Dal/stat holiday. It may not be possible for you to collect the key on a holiday. It is the responsibility of the group to make alternative arrangements for any conflicts.
- c) Comply with University policy and regulations: ABSOLUTELY no alcohol or drugs are permitted in, at, or around the Centre.
- d) Any group or individual who makes vexatious, oppressive or otherwise harassing comments, actions, behaviours, etc against any other individual or group will have their privileges terminated. All visitors to the South House are expected to comply with our community standards. These can be found in the policy section of our webpage.
- e) In the event of ANY emergency-- Call Dalhousie Security IMMEDIATELY. Pick up the phone and dial 4109 (no first three numbers needed) or 6000. There are three exits in the South House: the front door, the backdoor (through the kitchen) and the basement door (this should be locked at all times but can be accessed by going down the stairs next to the kitchen).

The South House agrees to:

Clearly state any expectations/limitations in terms of space usage.

Respect the programming when it is happening in the Centre and respecting private space when agreed upon.

Communicate with the Guest Organization during the space-sharing agreement if any issues arise.

This arrangement may be subject to change and negotiated between the two parties.

By signing this partnership agreement, you agree to the terms and conditions outlined above.

South House Coordinator

Date

Representative from guest organization

Date