

Regulations for Use of Dunton Tower 2017

FASS Faculty Lounge

Booking the FASS Lounge

Reservation Priority

- Reservation priority is given to units in the Faculty of Arts and Social Sciences.
- Other Carleton academic and administrative units may reserve DT 2017 with the approval of the Administrative Officer of FASS no more than one month prior to the event date.
- All units must be aware that there is a small risk that confirmed reservations may need to be cancelled for events considered a high priority for the University and for which no other suitable location exists on campus. ODFASS is not responsible for any financial losses incurred by units which have lost their reservations due to such circumstances.

Who May Make a Reservation?

- **Only the sponsor** (i.e., Carleton faculty members or administrators) **can make booking requests.** Requests cannot be made by students or parties outside the university. **The sponsor must be present at the event being held.**

Types of Events to be Held in DT 2017

- DT 2017 may be booked for individual events that are academic in nature or which relate to the academic life of Carleton.

Reservation Times

- Full day and multiple day bookings are strongly discouraged, and may not be accepted.
- For reasons of security, the Lounge is not normally available on weekends.
- DT 2017 must be booked for the entire time required which includes setup time.

Making a Request

- To request a reservation you must log into the Enterprise Portal using the attached link. Once your request has been reviewed and approved, you will receive an email notification. For any questions or concerns relating to the Enterprise Portal booking system, please contact Scheduling and Examination Services (ext. 3610).

Reservation Changes or Cancellation

- If you no longer require the use of DT2017 or wish to make changes to your reservation, you must log back into the portal and make the appropriate changes to your booking.

Using the FASS Lounge

Collecting and Returning Keys

- Keys for DT 2017 may be picked up from the Office of the Dean, FASS, room 330 Paterson Hall between 8:30 am and 12:00pm and from 1:00 pm to 4:30 pm. The keys must be returned as soon as possible after the event. If the keys are not returned in a timely manner, or are lost, or stolen, please note that the signing authority is responsible for costs associated with replacing the keys.

Fire Regulations

- All provincial fire and safety regulations must be met. There is a capacity of no more than 65 people allowed in DT 2017.
- Events are confined to the Lounge and may not extend into adjacent hallways. Fire exits and paths must not be blocked with furniture or other items.
- There is absolutely NO SMOKING in the building.

Food and Drink

- All food and drink served must be obtained through Aramark Canada Ltd. (ext. 8310). Aramark holds the LCBO permit for the room.

Furniture Setup

- Tables and chairs are stored within DT 2017. Only Facilities Management and Planning (ext. 3668) can arrange the furniture. An Internal Chargeback (ICB) must be raised with Facilities Management and Planning by those reserving DT 2017. ODFASS is not responsible to contact Facilities Management and Planning for furniture setup or the associated costs.

Electronic Equipment

- In addition to a podium, DT 2017 has a data projector, projector screen, computer, DVD/VCR player as well as an internet connection. The key to operate this equipment is attached to the DT 2017 key. ODFASS is not responsible for the equipment or its maintenance. All technical questions are to be directed only to Instructional Media Services or IMS (ext. 3815) along with requests for additional electronic equipment. IMS will charge for their services.

Sound Disturbances

- The academic work of faculty members with offices near DT 2017 must not be disturbed; therefore, no sound-producing equipment (record-player, television, radio, etc.) is allowed. Live music, group singing or dancing is, similarly, not allowed.

Cleanup of Lounge

- The signing authority takes full responsibility for seeing that the Lounge and adjacent kitchen are returned to their pre-event state, particularly the proper clean-up of all facilities. If caterers are used, please liaise with them afterwards regarding clean-up. Should the room not be adequately cleaned after use, ODFASS reserves the right to call in a cleaning service and bill the signing authority for the cost associated.

Damage

- Users are responsible for any damage caused to the room, including furniture.

Turn Off Equipment and Lock Doors After Use

- Users are responsible for ensuring that all equipment has been turned off and that all doors for DT 2017 are closed and locked.

If the above listed conditions are not met, the signing authority and/or unit involved will be denied further reservation privileges.