

Regulations for Use of Dunton Tower 2017 Booking the FASS Lounge

Details

- Capacity: 65
- Furniture: There are 16 rectangular desks and approximately 70 chairs stored in the space

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 FASS Dean's Office 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 Carleton faculty or staff members can make booking requests for DT 2017. Student requests must be sponsored by a faculty or staff member and the sponsor must be present during the event.

Type 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

- Multiple day bookings are discouraged, and may not be accepted.
- **DT 2017 must be booked for the entire time required which includes setup time.**

Making a Request

- The [Infosilem Campus Portal](#) must be used to request a reservation. Once reviewed, communication on the status of the reservation will occur via the portal. For any questions or concerns relating to the Enterprise Portal booking system, please contact Scheduling and Examination Services (ext. 3610). Please double check your booking details have been reserved according to your needs.

Reservation Changes or Cancellations

- If you no longer require the use of DT2017 or wish to request changes to your reservation, you must notify us at FASSOD@carleton.ca or by contacting Kimberley Seguin directly at kimberley.seguin@carleton.ca.

Room Access

- Dunton Tower 2017 access will be granted via swipe card. Access will be given to the booking sponsor and will be provided for the duration of the booking request only. Access will be removed directly following the stated end time of the booking request.

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.

Smudging

- DT 2017 is designated as an area where smudging can take place.
- Fire Prevention Services must be notified of the intent to smudge in advance of the scheduled event.
- The event host is responsible for notifying Carleton's Fire Prevention Coordinator of the smudge least one week in advance of the event by completing the form at the following link: <https://carleton.ca/indigenous/policies-procedures/smudging/>
- Fire Prevention Services will contact the event host in advance of your event to discuss any specific protocols that must be followed.
- Please reach out directly to Chad Thomison, Fire Prevention Coordinator for Carleton at ChadThomison@cunet.carleton.ca if your event is within one week.

Food and Drink

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

Furniture Setup

- The room furniture includes a podium. Rectangular tables and chairs are stored within DT 2017 in a closet at the rear of the room. Users who require specialized furniture (round tables, high top tables, etc.) must request them through e-Shop at their expense. Request for room set-up must be submitted through e-Shop to Facilities Management and Planning (FMP). ODFASS is not responsible for contacting Facilities Management and Planning for furniture setup or any associated costs.

Electronic Equipment

- This space is not equipped with hyflex technology to host combination in-person/virtual meetings. Users that require this facility should contact Teaching & Learning Services (TLS) to book equipment at their cost.
- DT 2017 has a data projector, projector screen, computer, as well as an internet connection. The equipment is operational through a touch-pad system. The touch pad has a help feature which will direct the user to the appropriate office for any required assistance. Please note that ODFASS is not responsible for troubleshooting technical issues or for any associated costs. All technical questions and trouble-shooting issues along with requests for additional electronic equipment are to be directed to [Carleton University Event Support \(CUES\)](#) or [Teaching & Learning Services](#).

Sound Disturbances

- The academic work of faculty and staff with offices near DT 2017 must not be disturbed. Sound levels must be kept at a respectful level during all events.

Cleanup

- 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 secured.

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