

**UNBC Faculty Lounge: Rules and Regulations**

Directions: The lounge can be found on the SE corner of the second floor of the cafeteria.

Please read through the following rules carefully, sign at the bottom and return to Art Fredeen, Rm 8-237, ESM Program (Please deposit in my mail-slot on the 2nd floor of Building 8 (Southeast corner)).

**UNBCFL rules and code of conduct**

- 1) The UNBC Faculty Lounge (UNBCFL) is open to all UNBCFA members. UNBC-based adjuncts that teach into our UNBC programs and UNBC postdoctoral fellows are also included.
- 2) Members should be considerate of other UNBCFL members while in the Lounge area. Since many will be using the UNBCFL as quiet place to work, members should refrain from prolonged cell-phone use or music playing in the Lounge area 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) UNBCFL equipment such as vacuum, other cleaning items, stereo, serving dishes, vases, candles and candle-holders etc. are for UNBCFL use only and must not leave the Lounge area.
- 5) In general, the UNBCFL is not bookable, However, special events relating to faculty members can be held in the UNBCFL on a one-off basis providing the following criteria are met:
  - a) must be approved by the UNBCFL Committee (contact: Art Fredeen at x-5847, fredeena@unbc.ca)
  - b) closed events must be advertised by posting notices on the door of the UNBCFL 24h in advance.
  - c) liquor/food services regulations are obeyed (see below). These are posted in the Lounge on the bulletin board.
- 6) The UNBCFL 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 UNBCFL. Please read the liquor license if you are planning an event that involves alcohol in the UNBC Faculty Lounge. Food regulations must also be followed.
- 7) Guests of UNBCFL members are permitted, but they must be in the company of an FA member at all times, and must not interfere with the use of the lounge by other UNBCFL members.
- 8) All UNBCFL members that wish to have access to the lounge must first sign this form and understand the rules and regulations of the UNBCFL. After receiving a signed copy of your acceptance of these rules, a UNBCFL committee member will submit this to Facilities for electronic activation. You will need to have a valid UNBC photo employee I.D. card with magnetic strip to access the lounge after activation.
- 9) Members can notify UNBCFL 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 UNBCFL use.

UNBCFL member name	Signature	Employee/I.D.#
Member's Program/Dept.	UNBC ph#	