

Association: \_\_\_\_\_

Event Date/Time: \_\_\_\_\_

Room: \_\_\_\_\_

Student Group USE

**Rules for the Use of ARTS 160 (A160) and Leacock 232 (LEA 232) and Arts Lobby**

**The Robert Vogel Council Room (LEA 232) is designated a special room of the Faculty and the Arts Council Room (A160), and the Arts Lobby are designated as architectural heritage space by the university. The use of these rooms is considered a privilege.**

1. Only Arts undergraduate Society affiliated student groups are eligible to use these rooms. The room(s) must be requested through the Arts Undergraduate Society, and the bookings will be processed through [Timetableproject.es@mcgill.ca](mailto:Timetableproject.es@mcgill.ca), Enrolment Services. No booking request will be accepted unless it is signed by the Arts Undergraduate President, and by the requesting student association's president. In the case of a departmental journal requesting the use of the room, the signatures of both the editor of the journal and of the departmental student association's president, and the Arts Undergraduate president are required.
2. Groups must respect the terms of the booking. Any abuse of these terms will result in the group being refused booking privileges for the following year.
3. Groups must leave the rooms and its contents in the same condition in which they were found prior to the event.
4. Any costs incurred for cleaning/repair/replacement/damage/security will be levied on the association that booked the rooms. Should the association be unable to cover the costs incurred, the Arts Undergraduate Society will cover the shortfall and subsequently withhold this amount from future allocations to the association.
5. No furniture may be removed from the rooms without prior written approval of the Associate Dean, Academic and Oversight.
6. No music, live, amplified or recorded is permitted.
7. No open flames (including candles) are permitted.
8. No taping or thumb tac's of items on the walls is permitted.
9. By fire regulation, the capacity of the Arts Council Room (A160) is 35 persons, and the Robert Vogel Council Room (LEA 232) is 125 persons.
10. A liquor license is required if alcohol is to be served and must be posted in plain view. The terms of the license must be adhered to or the group will be refused future booking privileges. (contact special events)
11. All student events in ARTS 160 and LEA 232 must be out by 8pm and the rooms must be returned to its prior condition.
12. We reserve the right to terminate/suspend booking privileges if rules are not adhered to.

I, the undersigned, have read and will abide by this agreement. By signing this document, I understand that I and the association will be charged for any damages incurred due to the breach of contract.

Name: \_\_\_\_\_  
(print) (signature)

Date: \_\_\_\_\_

\*\*Once complete the email must either come from the President or have the President in copy.

Implemented: May 5, 2010

Revised: September 15, 2022