



A10.01.04 Use of Douglas College Concourse

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| Effective Date: September 18, 2007 | New: |
| Replaced: March 16, 1995 | Revision: X |

Policy Statement

The Concourse/Atriums are focal points of the College for students, employees and visitors. Use of these areas is encouraged for events and activities to promote College life and enrich the educational experience. Examples of anticipated use are:

- Social interaction
- Information
- Fundraising to benefit Douglas College students and/or programs
- College Sponsored Activities

Procedures/Rules Statements

1. EVENTS

- a) The Concourse/Atriums are the "commons" of the College and as such provide locations for information sharing, social interactions and on occasion may be booked for large special events (e.g. Career Day, Conferences and other College sponsored or co-sponsored events). Application for these events should be made to the Director, Facilities Services, or designate.
- b) Concourse/Atriums booking requests including requests for furniture (e.g. tables and chairs) should be submitted in writing at least two weeks prior to scheduled event times. Furniture set-up will be the responsibility of Facilities Services staff.
- c) For large special events that are planned in the Concourse/Atriums, where required, the Manager, Facilities Services will consult with the Centre for Students with Disabilities to facilitate and ensure reasonable, safe access for disabled students, staff and users.
- d) Concourse/Atriums events should not disturb other educational activities taking place in areas adjacent to the Concourse/Atriums. The Director, Facilities Services, or

designate, has the authority to interrupt and/or shut down any activity creating a significant disruption.

2. CONCOURSE/TRIUMS SALES

Concourse/Atriums sales that provide direct benefits to Douglas College students and/or programs are encouraged. These events are to be booked in writing through Facilities Services. Examples of eligible activities are:

- fundraising/marketing events
- ticket sales for College events
- College controlled and authorized vending and food services

3. COMMERCIAL ADVERTISING

All advertising on Campus is subject to the A15.01.01.Advertising Policy.* This includes events, publicity, distribution and posting of materials within the Concourse/Atriums.

4. CONCOURSE/TRIUMS SIGNAGE

- a) To maintain a presentable appearance to the Community, signage in the Concourse/Atriums should be kept to a minimum. The subject of signage displayed in the Concourse should be to highlight and promote College events and strategic or special initiatives (e.g. Academic Signature, Performing Arts events, athletics, etc.).
- b) Facilities Services approval is required prior to hanging any signs in the Concourse/Atriums. Signs that are offensive or not in keeping with College policies, practices or procedures will not be approved.
- c) The Director, Facilities Services, or designate, has the right to remove signs hung in the Concourse/Atriums without prior approval.
- d) Signs are generally displayed in the Concourse/Atriums for no more than two weeks per semester with the exception of items relating to College Performing Arts events, major special events and College strategic or special initiatives.

* ([Administration Policies](#) homepage)

5. NEWSPAPERS AND LITERATURE DISTRIBUTION

- a) Distribution racks/tables for newspapers and promotional materials are permitted in the Concourse/Atriums for publications from:
- Douglas College
 - Douglas Students' Union (DSU)
 - The Other Publication Society (Other Press)
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- b) Distribution of these publications must preserve the orderly appearance of the Concourse/Atriums. The Director, Facilities Service, or designate, has the right to request removal of any unsuitable materials.