

CSAHS INTERDISCIPLINARY HUB

SPACE USE POLICIES AND REGULATIONS

February 2020

CSAHS Interdisciplinary Hub

Highlights and Themes

Background

The College of Social and Applied Human Sciences (CSAHS) established the Interdisciplinary Hub in December of 2018 to support the exploration, creation and nurturing of interdisciplinary research and teaching in the college. As a broker, catalyzer and physical space, The Hub seeks to furnish the support necessary to launch innovative interdisciplinary endeavors that link academic inquiry to our communities.

What are the roles and functions of the Interdisciplinary Hub?

1.1 Interdisciplinary Hub as a connector and broker

- Networking: formal and informal opportunities for networking between interdisciplinary scholars on campus (faculty, students, staff, etc.)
- Brokering : as a catalyst for making connections between interdisciplinary scholars and formation of meaningful interdisciplinary collaborations

1.2 Making space for interdisciplinary collaboration and dialogue

- Physical work/collaboration space: offer physical space that is adaptable to the needs of students, faculty, and staff across various workspace and professional development needs
- Virtual connections and dialogue: provide an online platform associated with the Hub where connections and dialogue could take place between interdisciplinary scholars

1.3 Building capacity for interdisciplinary research, teaching and collaboration

- Provision of professional development and capacity building opportunities around interdisciplinary research, teaching and learning, and collaboration
- Provide support for knowledge and expertise sharing from across disciplines, expanding disciplinary lenses, and being able to apply various perspectives to complex issues

1.4 Building institutional capacity, impact, and reputation

- Establish the University of Guelph/CSAHS as a leader and innovator in interdisciplinary scholarship and practice with a strong reputation in rigorous interdisciplinary scholarship and practice

Space Use Policies and Regulations

Scope

The goal of this policy is to ensure appropriate and equitable use of the meeting rooms and facilities controlled by the Dean's Office of the College of Social and Applied Human Sciences in particular MacKinnon 019 and 019A.

Objective

The **objective** is to ensure that the space is utilized in a manner consistent with the vision and mission of the space, notably that it supports interdisciplinary events, professional development for interdisciplinary projects. It is a site for research meetings, kick-off meetings, speaker series and a space for research teams to undertake research, including, but not limited to, focus groups, one-on-one interviews, brainstorming sessions, digital ethnography and digital participant observation. The room **is not** intended for general purposes research. It **is not** a general-purpose classroom nor should it be used for routine meetings such as department meetings or faculty meetings. However, we understand that on the University of Guelph campus space is at a premium and we will consider all space requests (other than requests for regular courses). For requests that do not reflect the vision and mission of the hub, we will consider them on an ad hoc, first-come, first-serve basis. Priority will be given to events that are interdisciplinary in nature and reflect the vision and mission of the Hub. If it does not conflict with the on-going activities of The Hub, we will book your meeting and provide electronic access to your team for the requested time.

Rules and Regulations

1. The Hub is not a general purpose classroom and will not be booked for such purposes
2. For other requests outside of the mandate of The Hub, the room is reserved on a first-come, first-serve basis.
3. Requests for hub use outside of the scope and mandate should be made within 2 weeks of the intended date and no more than 6 weeks in advance of the event.
4. There is no transferring of a booking. If you no longer need The Hub space, please cancel your booking as soon as possible to enable us to book it for another user/group.

General Conditions of Use of Meeting Rooms and Facilities

5. All events taking place in the Hub should not in any way result in a mess, broken fixtures or equipment.
6. The room should be returned to the configuration it was found in. Users must ensure that all garbage is in the appropriate bin and that all catering is placed outside of the room for pick-up by Hospitality Services.

The User:

7. Must ensure that attendance does not exceed the room's capacity of sixty (60)

8. Is responsible for ensuring that all persons participating in the Hub comply at all times with the rules and regulations of the university, including the Student Rights and Responsibilities guidelines¹.
9. Is liable for the substance and content of all activities occurring at the Hub and for all recorded material, publications, promotions or advertisements relating thereto; must confirm in writing that their Event will not violate the Canadian Criminal Code (including hate propaganda laws).
10. Must pay the Dean's Office upon demand, any costs the Hub may incur because of damage to any meeting room or facility as a result of an event;

Equipment, Catering and Food Consumption

11. The User must ensure that all catering and rental equipment is removed immediately at the conclusion of an event. The Hub staff is not responsible for dismantling any event display or equipment.
12. The User must remove all garbage and recyclables generated by an event (including ice) immediately at the conclusion of the event.
13. Neither the Hub nor Dean's Office is responsible or liable for equipment brought to or left in the Hub.

Use and Care of Common Spaces

14. Smudging and ceremonial use of tobacco requires prior coordination with the University to coordinate fire safety and building system measures. Arrangements must be made with student life, Campus Fire and Campus Safety²
15. The User must not conduct sales or commercial activity of any kind, or permit these to occur during any event.

¹ https://www.uoguelph.ca/registrar/calendars/diploma/2014-2015/c13/sec_d0e11321.shtml

² <https://www.uoguelph.ca/studentexperience/smudging-procedure>