

Policy on Use of Common Spaces for Events

There is a need to balance exhibitions by ULAB departments, offices and clubs against space constraints in the two campus buildings. In order to create an adequate and fair distribution of space and time for all, ULAB proposes the following guidelines for all public exhibitions.

In general:

- 1) *All exhibitions* must be of original content/primary research by ULAB students or ULAB courses.
- 2) The topic should be of sufficient weight or seriousness.
- 3) No fragile or dangerous materials may be used (e.g., glass, heavy or unstable objects).
- 4) Each department/club is responsible for:
 - a. Set up and take down (including clean up if related to exhibition)
 - b. Any damage incurred as a direct result of the exhibition.

Campus A

Campus A Lobby

- Only 1 (one) exhibition / department / term.
- Maximum duration will be 2 (two) days, between Sunday and Thursday.
- Exhibition must leave a large corridor for foot traffic and must not hinder traffic flow near entrance, Admissions Office, and turn stiles.
- Nothing may be taped or otherwise affixed to the front windows.
- Clubs may NOT use the Campus A Lobby for exhibitions, with the sole exception of Club Days/National Days. Blood donations will not be allowed in the Lobby.

Campus A Lakeview Passage (Outside Auditorium)

- This space may be used for club exhibitions, on a case-by-case basis.
- Only 1 (one) exhibition / club / term.
- Maximum duration will be 4 (four) days, between Sunday and Thursday.
- General rules regarding original work and sufficient weight still apply.
- Nothing may be taped or otherwise affixed to the front windows.

Campus A Student Lounge

- This space may be used for club exhibitions, on a case-by-case basis.
- Only 1 (one) exhibition / club / term.
- Maximum duration will be 4 (four) days, between Sunday and Thursday.
- General rules regarding original work and sufficient weight still apply.

Campus A Auditorium

- This space may be used for blood donations, on a case-by-case basis.
- Maximum duration will be 1 (one) day, between Sunday and Thursday.

Campus B

Campus B Lobby

- Maximum 2 (two) exhibitions / department / term.
- Maximum duration will be 5 (five) days, between Sunday and Thursday.
- Exhibition must not hinder traffic flow.
- Clubs *may* use the Campus B Lobby for exhibitions subject to approval and availability. Priority will be for departments.

Campus B Multi-Purpose Room

- Maximum 1 (one) exhibitions / department / term.
- Maximum duration will be 1 (one) days, between Sunday and Thursday.
- Clubs *may* use the Campus B Multi-Purpose Room for exhibitions subject to approval and availability. Priority will be for departments.