

YORK UNVERISTIY STUDENT CENTRE

**POLICIES AND PROCEDURES**

<b>Section Title: OPERATIONS</b>	<b>Section Reference: OP</b>
<b>Policy Title: BUILDING CLOSURE</b>	<b>Policy Number: OP-018</b>

**Policy Statement:** To outline building closure protocols

*Purpose:* The purpose of this policy is to establish the principles, procedures and guidelines for YUSC building closure. Further, for YUSC to set out the authorities and responsibilities of individuals in each stage of the process for potential removal of individuals from the building. This will ensure that management is consistent when evaluating incidents on a case by case basis.

*RELATED AGREEMENTS AND POLICIES*

1. The Management Agreement between YUSC and York University
2. The York University Act (insofar as it may be applicable to YUSC)
3. The Ontario Corporations Act
4. Occupiers Liability Act
5. Occupational Health and Safety Act

*PRINCIPLES*

1. YUSC is committed to providing access to the building for community members inclusive of students, staff, faculty and others.
2. YUSC expects all occupants of the building to maintain a safe communal space free of threats related to community health and safety. Community health and safety are those aspects of life where quality of enjoyment is maintained. These include but are not limited to physical, psychological and emotional factors.
3. YUSC will collaborate and work with the Community Safety Department to enforce the building closure policy

## *PROTOCOL FOR THE BUILDING CLOSURE*

The Student Centre building will be closed daily between the hours of 12AM - 6AM. All community members inclusive of students, staff, faculty and others will need to vacate the premises of the Student Centre building at 12AM if they have not received authorization for 24 hour access.

Executive members of student groups, that have been allocated club offices, Food Court Vendors, Services Groups and YUSC Management in the Student Centre Buildings may obtain twenty-four hour access to the Student Centre Building under the following terms and conditions outlined in the YUSC Operational Policy on Access Agreement (See Appendix A).

YUSC will post information on its premises about the hours of closure, and will use a variety of public education mechanisms to inform everyone who is a user of the Centre that the Centre is closed during these hours.

YUSC or it's designate will inform any unauthorized individuals who are still in the building at 12 am that they are required to leave in compliance with the building closure policy.

If any unauthorized individuals refuse to leave, YUSC will contact York security for assistance in enforcing the closure policy.

In consultation with YUSC, York security has developed procedures for responding to these requests (See Appendix B)

## *REVIEW*

This policy will be reviewed by the YUSC Board of Directors as required and any recommendation for the changes will be reported to the Board for consideration and approval

<b>Contact Person (title):</b>	<b>Executive Director/ Chairperson</b>
<b>Cross-Manual Reference:</b>	
<b>Monitoring Tools:</b>	Board/Executive Committee Minutes

<b>Relevant Forms:</b>	N/A
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<b>Board Approval Date:</b>	
<b>Review Dates:</b>	
<b>Revised Date(s):</b>	