



## Committee Room Expectations Contract (2022-23)

With the transition back to in-person operations for the MSU and McMaster University, this coincides with the full re-opening of the Committee Room for PTMs, AVPs, and SRA Members for the 2022/23 year. As such, it is necessary that expectations are clearly communicated for the continued respectful use of this space:

1. The Committee Room is **only** to be utilized by AVPs, SRA Members, and PTMs who **do not** have a designated space for their Service. *Additional individuals may be provided access to the Committee Room as authorized by the Vice-President (Administration) in advance.*
2. Volunteers and Executives of the MSU Services can only use the Committee Room under the supervision and/or direction of their respective PTM (Coordinator, Director, or Assistant Director).
3. The Committee Room is meant to be utilized as a workspace related to Service-work.
4. Abiding by health and safety recommendations, items **cannot** be stored on top of any of the storage cabinets in the Committee Room.
5. Food and beverages will be **allowed** in the Committee Room, but it is required that they are appropriately disposed of afterwards. This is a pivotal expectation, and if it is not abided by, this will be revoked. The Committee Room should **not** be a host for empty containers and clutter.
6. If you make a mess, **clean it up**. If you are doing any sort of craft (e.g., painting), please cover all surfaces to ensure they are not damaged.
7. Please report any new damages in the Committee Room to VP Admin immediately.
8. The MSU has been following direction from McMaster University for COVID-19 protocols. As such, while masks are not required, they are highly recommended. Please respect the comfort-levels of others regarding the COVID-19 pandemic. If you are feeling sick, do not come to any MSU spaces.
9. Noise should be kept to a respectable level within the Committee Room to recognize that others will be using the space, and that full-time staff are working in the MSU Office.

It is important to acknowledge that access to the Committee Room is not a right, it is a privilege. This privilege can be revoked at the discretion of the VP Admin in consultation with the Board of Directors if these expectations are not abided by.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Agreement: \_\_\_\_\_