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| **UPEI Student Union** | **Policy No.**  UPEISU 39 | | **Revision No.**   * 1 |
| **Policy Title:**  Clubs’ Hub | | | **Page:**  1 of 6 |
| **Creation Date:**  19 August, 2019 | **Version Date:**  September 22nd, 2019 | | **Review Date:**  Annually (Summer) |
| **Authority:**  UPEISU Council | | **Responsibility:**  Vice President Student Life | |

**Introduction**

Clubs and Societies are at the heart of student life at the UPEI Student Union, and for the UPEI campus community. As vital elements of the campus community, the SU believes that these groups should be allocated a dedicated work space on campus. This space, acting as a makerspace, will be where members can hold meetings or carry out different activities within the scope of the club or society. This space will also hold resources and materials for the use of clubs and societies, and provide access to expertise of the Vice President Student Life and Clubs & Campaigns Coordinator in close proximity.

**Overview**

1. This space will be known as the “Clubs’ Hub”.
2. The Clubs’ Hub is located in room #213, Student Union Office, W.A. Murphy Student Centre.
3. The Clubs’ Hub shall be overseen by the Vice President Student Life, and the Clubs and Campaigns Coordinator.

**Operations**

1. The Clubs’ Hub shall be used only by officially ratified clubs of the UPEI Student Union.

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1. The Clubs’ Hub will be open during official Student Union Office hours, Monday to Friday, 9am to 4pm, throughout the academic school year.
   1. The Clubs’ Hub will follow the same holiday hours as the Student Union Office.
   2. The Clubs’ Hub will adopt the snow day hours of the Student Union Office, in the case of an early or full closure.
2. The Clubs’ Hub will remain open during the Summer, with office hours set by the Vice President Student Life.
3. The Clubs’ Hub will operate as a drop-in space during said official office hours.
   1. Clubs and Societies must check-in at the front desk with the Administrative Coordinator, before accessing The Clubs’ Hub.
4. The Clubs’ Hub may also be reserved via UPEISU’s “Room Booking Form” (See Appendix “A”), overseen by the Administrative Coordinator.
   1. For a formal booking of the Hub, the “Room Booking Request” must be submitted a minimum of 4 business days in advance. In the absence of this request submission, the Hub will be available for drop-ins on a first-come first-serve basis.
   2. The Clubs’ Hub can only be reserved for a maximum of 3 hours at a time.
5. The Clubs’ Hub can accommodate a maximum of 12 people.
6. Depending on the number of members present per group, type of activity, and space available, more than one club or society may use the Clubs’ Hub at a given point in time if no prior reservation is made.
   1. Clubs or societies making use of the Clubs’ Hub should be cognizant of the office spaces in close proximity to the Hub, and thus should

make an effort not to make an unreasonable amount of noise.

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* 1. Should more than one club or society be present in the Hub at a given time, they should be respectful towards each other and not obstruct the use of the premises.

**Expectations**

1. The Clubs’ Hub shall be used by ratified UPEISU Clubs and Societies for official meetings, and/or on official business for the club or society only.
   1. Study sessions and informal social events do not constitute “official business”.
2. Any club or society that utilizes The Clubs’ Hub must respect the space by;
   1. ensuring they clean the space they were using;
      1. Bulky waste items must be disposed of properly;
      2. Personal items, including any waste, must not be left behind after the club or society has left the space;
      3. Items must be returned to their proper place;
   2. ensuring they do not damage any property of the UPEISU.
3. Failure to respect The Clubs’ Hub space may result in a club or society being subject to the following sanctions in order of escalation;
   1. Verbal warning
   2. Written warning
   3. Thirty day suspension of Clubs Hub privileges
   4. If failure to respect the space continues, clubs or societies would then be subject to prohibition from the space for the year.
   5. Should the offense be deemed by the Vice President Student Life and Clubs & Campaigns Coordinator to be severe enough, suspension of Hub privileges may occur without an escalation process.

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* 1. Upon re-ratification for the subsequent academic year, the re-establishment of Hub privileges to the club or society will be evaluated upon request by the Vice President Student Life and Clubs & Campaigns Coordinator.
     1. The request to re-establish Hub privileges shall be submitted in the form of a letter, paper or electronic, to the Vice President Student Life and Clubs & Campaigns Coordinator.

**Appendix “A”**

**Room Booking Form**

This form must be filled out and passed into (or emailed to admin@upeisu.ca) the Student Union at least 4 business days before the event. Rooms are not guaranteed.

Student Club/Society Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you ratified? □Yes □No (room bookings cannot be made for student groups who are not ratified through the Student Union)

Date/Time start: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Time end: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will this be a recurring event? □Yes □No If yes, please list other dates and times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approx. amount of people: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specific room required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specific equipment required in room (please list): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you be serving food? □Yes □No

Will you require any additional, or special, setup? Please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_