


Procedure Name:	WII GYEMSIGA SIWILAAWKSAT CULTURAL SPACE	
Approved By:	President's Council	
Approval Date:	Aug. 28, 2023	
Next Scheduled Renewal Date:	July 2028	
Procedure Holder:	VP, Corporate Services	
Operational Lead:	Director, Facility and Ancillary Services	
Procedure Number:	IDG-003P	

WII GYEMSIGA SIWILAAWKSAT CULTURAL SPACE PROCEDURE

1.00 PURPOSE

- 1.1 Coast Mountain College (CMTN) has created a cultural space for use by students and by CMTN's employees and guests for cultural events and activities.

2.00 DEFINITIONS

- 2.1 **Cultural Space:** A room in which cultural activities are held.

3.00 BOOKING PROCEDURES

- 3.1 Maximum capacity is 12.
- 3.2 Individual access to the cultural space is unrestricted, with the exception of when ceremonies are booked to use the cultural space.
- 3.3 Individual and ceremonial use of the cultural space is limited to internal (CMTN) use only.
- 3.4 For ceremonial use, the cultural space is booked through the Student Housing Coordinator (Ph: 250-635-6511 Ext 5309 OR residence@coastmountaincollege.ca).
- 3.5 At the time of booking, the Requestor must specify the type of cultural event to be held in the room, including specific activities.

4.00 KEYS AND ROOM ACCESS

- 4.1 The Requestor will be given access to the room or will receive a key card from the Student Housing Coordinator.
- 4.2 Duplication of keys is prohibited.
- 4.3 All keys are the property of CMTN and must be returned after the event.
 - a) Lost or stolen keys should immediately be reported to the Student Housing Coordinator.
 - b) CMTN will assess a fee of \$16.81 for each key that is lost, stolen, or otherwise not returned.
 - c) Broken keys will be replaced without additional fees.

5.00 USE OF THE SPACE

- 5.1 The Requestor must be in attendance at all times during the event and is responsible for the use of the space and returning the furniture and other items to their rightful places.
- 5.2 No confetti or similar substances (rice, etc.) are to be used in the cultural space or on CMTN grounds.
- 5.3 Any use of open flames (e.g., candles) must be supervised and safe practices followed.
- 5.4 Only approved adhesives are to be used to attach decorations in the room (e.g., poster putty, painter's green tape) and must be completely removed afterwards.
- 5.5 Any smoking must be done in the designated smoking areas on the grounds. Guests who smoke inside the cultural space will face a fine up to \$300.00. Smoking includes tobacco, vaping and cannabis.
- 5.6 Garbage and recycling are to be placed in the appropriate containers following the event.
- 5.7 The cultural space shares its walls and ceiling with student suites and therefore noise should be kept to an appropriate level. Quiet hours are from 11:00 pm to 8:00 am.
- 5.8 The event must be finished and the room locked by 11:00 pm.

6.00 PETS AND PLANTS

- 6.1 Pets and plants are not allowed in the CMTN Housing community, including the cultural space.

7.00 GUIDE DOGS AND SERVICE DOGS

- 7.1 Licensed guide dogs, service dogs, and service-dogs-in-training are welcome in the CMTN Housing community, including the cultural space. See [BC Guide Dog and Service Dog Act](#).
- 7.2 Requests for allowing guide dogs or service dogs in the cultural space must be made at the time of application. Documentation will be required prior to approval.
- 7.3 The Manager, Campus Community will review the dog's certification and keep a copy on file, with the expiry date noted.
- 7.4 At this time CMTN is unable to accommodate support animals.

8.00 SMUDGING

- 8.1 Smudging is permitted in the cultural space.
- 8.2 The Student or Event Organizer is required to:
 - a) use the sign provided outside the room indicating that smudging is occurring
 - b) ensure that the room door remains closed until the aroma has dissipated
 - c) ensure that the venting has been turned on for the full 60 minutes
 - d) know the location of the nearest fire extinguisher and be aware of nearby combustible materials
 - e) change the smudging sign when the aroma has dissipated.
- 8.3 Users are welcome to bring their own heat-proof container, flame, and smudging material.

- 8.4 Burning material must not be left unattended and should be extinguished when the smudging is finished.
- 8.5 Embers must not be transported until they are cold to the touch. Users must transport their heat-proof container outside the cultural space when they leave.

9.00 COVID-19 AND COMMUNICABLE DISEASE GUIDELINES

- 9.1 All guests are required to abide by the [CMTN Communicable Disease Plan](#).

10.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

- 10.1 ADM-006, *Student Housing Policy*
- 10.2 [ADM-009, Student Non-Academic Misconduct Policy](#)
- 10.3 [EDU-007, Sexual Violence and Misconduct Policy](#)
- 10.4 [HMR-001, Employee Code of Conduct Policy](#)
- 10.5 [HMR-003, Harassment and Discrimination Policy](#)
- 10.6 [HMR-008, Drug and Alcohol Policy](#)
- 10.7 IDG-003, *Wii Gyemsiga Siwilaawksat Cultural Space Policy*

11.00 OTHER SUPPORTING DOCUMENTS

- 11.1 [CMTN Communicable Disease Plan](#)
- 11.2 [Student Housing Handbook](#)

12.00 HISTORY

Created/Revised/Reviewed	Date	Author's Name and Role	Approved By
Created	Aug 28, 2023	L. Lyons Editor/Writer	President's Council