

## ***Waterloo Indigenous Student Centre (WISC) Group Booking User Agreement Form***

By completing the **WISC Group Booking Agreement Form**, the applicant (WISC user) agrees to abide by and respect the following protocols for access and use of the WISC main space:

### Relationship

1. WISC users and staff are expected to act in a mutually professional and respectful way when conducting themselves in the WISC. WISC spaces are included in the respectful workplace environment of United College (UTD) at the University of Waterloo (UW) – WISC users are expected to uphold safe and respectful workplace standards, treating WISC and the WISC community like a friendly, safe and respectful workplace setting, in accordance with various local, regional, provincial and federal regulations and laws.
  - a. Disrespectful and/or threatening behaviour is not tolerated. WISC Users will refrain from using foul language and/or from acting in a manner that is disrespectful to others in any way while in the WISC. WISC users are encouraged to report concerns to WISC staff immediately ([wisc@uwaterloo.ca](mailto:wisc@uwaterloo.ca)).
  - b. Smoking (including cannabis), alcohol and/or illegal substance use are all not permitted on premise, including WISC and UTD generally.
2. The WISC user will be financially responsible for any equipment or facilities' damage while they are renting the space and for any cleaning costs incurred after your event. WISC and United College are not responsible for the loss or damage or your belongings while using the WISC Main space.
3. Only groups who have fully completed the 2024-2025 **WISC Group Booking User Agreement Form** are permitted on premise for 'After-Hours Access' for the duration of the agreed upon booking.
  - a. For Soup Lunch hosts, this is for Wednesday night 'After-Hours Access' during your host week.

### Accessibility

1. The 2024-2025 **WISC Kitchen Group Booking User Agreement Form** will be available on the WISC website (<https://uwaterloo.ca/utd/wisc>). Physical copies will be available in the WISC, upon request. A hard copy of the **WISC User Group Booking Protocols** will always remain posted in the WISC for additional ease of access and reference.

2. The fully completed **WISC Kitchen Group Booking User Agreement Form** must be submitted in-person (UTD, WISC, room 228) and/or by email ([wisc@waterloo.ca](mailto:wisc@waterloo.ca)) to WISC staff for approval signature. WISC staff will maintain a record copy and provide a copy to the applicant.
3. WISC staff manages the supplies inventory for the purpose of WISC's daily programming and services. If the WISC user breaks an item and/or notices that an item has gone missing, the WISC user will notify WISC staff via email at [wisc@uwaterloo.ca](mailto:wisc@uwaterloo.ca).
4. In the event that the **WISC Protocols** is/are not respectfully adhered to by the WISC user herein, resulting in one or more breach(es) of the **WISC Group Booking User Agreement**, WISC staff will provide an explicitly written process and outline of intervention steps, requirements (including dates) and consequences that the WISC user is required to correct in a timely fashion to maintain their individual WISC Kitchen access; failure to comply will ultimately result in the removal of WISC Kitchen access privileges. Note that WISC and UTD reserve the right to remove WISC Kitchen access to anyone at any time.
5. WISC Group bookings for internal or external programming and/or events require two (2) weeks advance request to WISC staff ([wisc@uwaterloo.ca](mailto:wisc@uwaterloo.ca)). The request submission must include a fully completed **WISC Group Booking User Agreement Form** for approval and booking. Internal requests will be managed on a first-come, first-serve basis. Request for booking and submission of a fully completed **WISC Group Booking User Agreement Form** does not ensure approval and/or a secured booking – WISC staff will make every effort possible to complete processing of requests/submissions within two (2) business days.
6. In the case of multiple overlapping requests for Group Bookings, the requests will be considered in the following order:
  - a. Indigenous UW Student individual or groups
  - b. Indigenous (both UW or Waterloo Region community) groups or Individuals
  - c. Non-Indigenous groups or individuals
7. We ask that you keep all noise to a respectful level. Please be aware that this facility is a private residence and we ask that you utilize only the space you have booked.
8. WISC users are not permitted to leave WISC's Main access doors open during 'After-Hours' (see more on p. 4).
9. UTD and WISC are subject to video monitoring in accordance with university policy.

## Cleanliness

1. WISC users are expected to always uphold and maintain a sense of pride for the cleanliness of the WISC Main space. Group Bookings using the WISC main space are responsible for returning the space back to its original condition. This includes cleaning/sanitizing the tables using the provided spray and cloth near the kitchen door. As well as, moving all the tables and chairs to their original configuration, turning off the lights and AV equipment, and closing all doors.
2. The **WISC Group Booking User Agreement Form** provides a measure of accountability should users not maintain reasonable and adequate cleaning processes after use of the WISC Main space.
3. WISC users are expected to leave the space better than they found it.

## Location and Hours

The WISC (room 228) and the WISC Kitchen are located in the north wing of the United College (190 Westmount Road North, Waterloo, Ontario, N2L 3G5) at the University of Waterloo.

The WISC Kitchen access door is inside room 228.

### General Hours of Operation:

**Monday – Friday**                      **9:00 am – 4:00 pm**

### After-Hours Access:

**Monday – Sunday**                      **6:00 am – 12:00 am (midnight)**

Note: *Hours only for registered and/or approved WISC Kitchen Users and/or Bookings.*

2024-2025 WATERLOO INDIGENOUS STUDENT CENTRE (WISC) GROUP BOOKING USER AGREEMENT FORM

By completing the WISC Group Booking User Agreement Form, you are agreeing to abide by the WISC Kitchen Protocols and realize that failure to do so will result in the removal of group booking (both WISC Main and Kitchen spaces) access and privileges.

\_\_\_\_\_  
APPLICANT FIRST NAME

\_\_\_\_\_  
APPLICANT LAST NAME

\_\_\_\_\_  
GROUP OR ORGANIZATION NAME

\_\_\_\_\_  
PRIMARY CONTACT EMAIL

1. Do you or your group identify as an Indigenous person(s) or group?

YES

NO

a. If yes, which group do you identify with?

FIRST NATIONS (status / non-status)

METIS

INUIT

OTHER

\_\_\_\_\_  
INDIGENOUS COMMUNITY / COMMUNITIES

\_\_\_\_\_  
HOME COMMUNITY / COMMUNITIES

\_\_\_\_\_  
COMMENTS

I have read, understand, and agree to abide by the **WISC Group Booking User Agreement Protocols**, and I realize that failure to do so will result in the removal of these privileges.

I acknowledge that the **2024-2025 WISC Group Booking User Agreement** expires on: **AUGUST 31, 2025**

\_\_\_\_\_  
APPLICANT NAME

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WISC STAFF APPROVAL