

Indigenous Knowledges and Social Work Research Centre

Room Use Policy for 501 Tier and 125 William Norrie Centre

The Canada Foundation for Innovation, which funded the redevelopment of 501 Tier Building at the Fort Garry Campus and 125 William Norrie Centre, has particular requirements that have to be met to fulfill the obligations for receiving the funds. The following reflect those requirements.

Priority Use Related to CRCIKSW/Research

The spaces and equipment are to be used for research for at least 90 percent of the total usage time during business hours.

- Research is prioritized first to the Canada Research Chair in Indigenous Knowledges and Social Work (CRCIKSW) and the program identified in the support CRCIKSW grant.
- Researchers and students working with the CRCIKSW or on projects of the CRCIKSW would have the second priority.
- The third priority is with individuals doing research on Indigenous Knowledges and social work.
- The fourth priority would be researchers working on other projects.

For the remaining percentage of time, the space and equipment can be used for meeting, classes and other activities not related to the aforementioned priorities.

The CRCIKSW is responsible for overseeing the facility and equipment and ensuring the compliance to the granting body's requirements. As such, request for access to the room must be made to the CRCIKSW or the CRCIKSW's designate.

Use Not Related to CRCIKSW or Research

Business hours are understood to be 8:30am to 4:30pm Monday to Friday.

Ten per cent of business hours are assumed to be 4 hours per week and hours do not accumulate beyond each week. Multiple bookings (e.g. week to week) will not normally be permitted for business hours bookings. CRCIKSW has priority outside of business hours as needed. Multiple bookings outside of business hours will be considered with the proviso that such bookings may be cancelled at short notice if the rooms are needed by CRCIKSW. All non-business hour bookings are on a 'first come first served' basis.

All usage (business hours or otherwise) must be booked through the CRCIKSW designated booking person(s).

Priority usage of the 4 hours per week is as follows:

- First priority is for meetings of Faculty Council Committees where the facility equipment will enable participation from staff and students based in more than one location.
- Second priority is for “one off” instructional use when utilisation of the available technology would facilitate student learning. Examples of this could be, but are not limited to, a class linking with an instructor/guest lecturer in another location, graduate thesis defence where a committee member is in another location, etc.
- Third priority is for any other use related to the overall mission of the Faculty of Social Work.

This policy will be reviewed in December 2014, and annually after that.

March 2014