

## **Interactive Sustainability Centre (ISC) Usage Policy**

*The Interactive Sustainability Centre (ISC) aims to provide a space for education, collaboration, and innovation in sustainability practices. To ensure a safe and productive environment for all visitors, the following usage policy must be adhered to*

### **General Guidelines**

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**Purpose:** The ISC is intended for educational purposes, workshops, community events, and research related to sustainability. Note that personal activities and commercial uses are prohibited unless pre-approved

#### **Hours of Operation**

The ISC is open from 9:00am-5:00pm Monday-Friday. Access outside of these hours requires prior approval through the AMS Sustainability Projects Coordinator

#### **Registration**

Any group who wishes to use the room must submit their request [here](#) at least one day in advance or email the AMS Sustainability Projects Coordinator at [Sustainprojects@ams.ubc.ca](mailto:Sustainprojects@ams.ubc.ca). Access will be granted upon approval

### **Code of Conduct**

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#### **Respectful Behavior**

All users must treat each other with respect. Harassment, discrimination, or disruptive behavior will not be tolerated. Respect is essential for creating an environment where everyone feels valued and empowered. Any form of discriminatory or harassing behavior based on race, color, religion, gender, sexual orientation, age, disability, or any other protected characteristic is prohibited and will be dealt with accordingly

#### **Safety and Cleanliness**

Users are responsible for maintaining a clean environment. Food and beverages are allowed in the space but please clean up after yourself and dispose of waste properly. Utilize the waste sorting bins provided in the space and bins located throughout the Life building to do so. Consider donating any extra food or allowing guests to take food home. Equipment and facilities should be cleaned and sanitized after use, and any malfunctions or issues related to cleanliness should be reported to the AMS Sustainability Projects Coordinator immediately

**Noise Level:** Be respectful of others and keep noise to a minimum to ensure a comfortable atmosphere for all users

### **Facility Usage**

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#### **Prohibited Items**

The following items are not allowed in the ISC:

- Weapons
- Illegal substances and alcohol
- Flammable materials
- Animals (except service animals)

**Event Booking**

All events must be booked at least one day in advance. Submit requests via the Calendly form or email the AMS Sustainability Projects Coordinator : <https://calendly.com/ams-isc/isc-90-minute-booking>

**Cancellations**

If you must cancel or rebook your event we respectfully request at least 24 hours notice prior to the scheduled event time. When cancellations are made without sufficient prior warning, this hinders our ability to book other events in the vacated space. In the case where you must cancel your event please contact the AMS Sustainability Projects Coordinator using the contact information listed below

**User Responsibility**

Users are responsible for their personal belongings. The ISC is not liable for lost or stolen items. Additionally, users will be held financially responsible for any damage to the facilities or equipment caused by negligence or misuse

**Contact Information**

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For questions or concerns regarding the ISC usage policy, please refer to the following contact information

Isabella Therrien

AMS Sustainability Projects Coordinator

Sustainprojects@ams.ubc.ca

I \_\_\_\_\_ (print name) adhere and consent to the policies above and will be held liable for any damages made to the ISC during my booking time

Signature: \_\_\_\_\_

Date: \_\_\_\_\_