



**UNBC Faculty Association Lounge (FAL)**  
**Access Application Form**

*Please read through the FAL use and regulations on the back of this form before signing and returning this form to:*

**Wendee Copeland, Professional Services Officer**

Email: [wendee.copeland@unbc.ca](mailto:wendee.copeland@unbc.ca) or

Internal mail: Rm 3084 Charles J. McCaffray Hall

*Once the form is returned and processed, you will be contacted by a staff member from the Facilities Department to have your employee ID card validated. You must ensure you have received your employee ID card prior to requesting FAL access.*

---

I, the undersigned, acknowledge that I have read and agree to abide by the guidelines governing the use of the FAL as outlined on the reverse of this form:

\_\_\_\_\_  
UNBC FA member name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Employee/I.D.#

\_\_\_\_\_  
Member's Program/Department

\_\_\_\_\_  
Office phone #

\_\_\_\_\_  
Date

## **Faculty Association Lounge: Use and Bookings**

The Faculty Association Lounge (FAL) is a dedicated space on campus that is allocated for use by all Members, Adjunct Faculty and Post-doctoral Fellows. The FAL can be found in the SE corner of the second floor of the cafeteria and entrance to the FAL requires an active employee ID card.

### **Guidelines for Use and Bookings:**

- Members may use the FAL at any time on a drop-in basis. Members may also bring non-members (e.g., graduate students) into the FAL as long as such use does not interfere with the enjoyment of other users. The Faculty Association also permits Adjunct Faculty and Post-doctoral Fellows access to the FAL.
- Users of the FAL are required to be sensitive to the needs of other users when sharing the FAL on a drop-in basis, and should refrain from prolonged cell-phone use or other distracting activities, unless it is in accordance with a booked event.
- Drop-ins are not permitted during times when the FAL is booked for an event. Signage will be posted to let members know of a FAL booked event.
- Members, Adjunct Faculty and Post-doctoral Fellows may book the FAL for all university-related (“professional”) purposes appropriate to the space. At all times, the user booking the FAL shall be in attendance at the event.
- Users are responsible for complying with all university policies, including catering policies, and with legal requirements governing the serving of alcohol.
- Only a Member of the Faculty Association may book the FAL. Bookings should be directed to Wendee Copeland ([wendee.copeland@unbc.ca](mailto:wendee.copeland@unbc.ca)) for approval prior to the event. Individuals booking the FAL shall specify the proposed use and the number of attendees (FA members/non-members) anticipated.
- The Faculty Association accepts no responsibility for users of the FAL or for events booked by Members.
- At the end of use or of an event, users are responsible for restoring the space to its original configuration and cleanliness, and for removing any decorations or materials. Food waste should be disposed of in the cafeteria waste area, since garbage collection in the FAL is infrequent.
- Furnishings, equipment and décor are for the FAL use only and must not leave the FAL area.

***Please notify Wendee Copeland ([wendee.copeland@unbc.ca](mailto:wendee.copeland@unbc.ca)) promptly with any maintenance issues or suggestions for improving the FAL***