



STY-WET-TAN GREAT HALL & LONGHOUSE USAGE GUIDELINES

The Sty-Wet-Tan Great Hall is located in the First Nations Longhouse at UBC, on the traditional, ancestral and unceded territory of the Musqueam peoples. The Great Hall, a dramatic, 3,000 square foot multi-purpose space, has among its outstanding architectural features four house posts and two supporting roof beams carved by noted Northwest Coast artists. It contains a spring dance floor, a large stage area and is adjoined by a fully equipped kitchen. An outdoor cedar deck, situated beneath huge trees, is the ideal place for a memorable dining experience. Our community cherishes the Great Hall as well as the rest of the First Nations Longhouse. We respectfully request that you follow the guidelines below when using this space.

GUIDELINES

1. ABSOLUTELY NO ALCOHOL IS PERMITTED IN THE LONGHOUSE.
2. DO NOT ATTACH ANYTHING TO THE WALLS, WOOD, WINDOWS OR HOUSEPOSTS IN THE GREAT HALL OR LONGHOUSE IN GENERAL. THIS INCLUDES NON-MARKING ADHESIVES.
3. IT IS EVERYONE'S RESPONSIBILITY TO FOLLOW UBC RECYCLING, COMPOSTING AND REFUSE GUIDELINES. PLACE COMPOST, RECYCLABLES, AND GARBAGE IN THE APPROPRIATE RECEPTACLE. IF A GARBAGE CAN IS FULL, PLEASE REMOVE THE BAG TO THE DUMPSTER ON LOWER MALL OR ASK A LONGHOUSE HOST TO ASSIST. AT UBC WHEN RECYCLING IS MIXED WITH GARBAGE IT IS DISPOSED OF AS WASTE. THEREFORE, ENSURE RECYCLABLES ARE SORTED CORRECTLY BY ANNOUNCING THIS REQUEST AT YOUR EVENT OR BY ASSIGNING PERSONNEL TO THIS TASK.

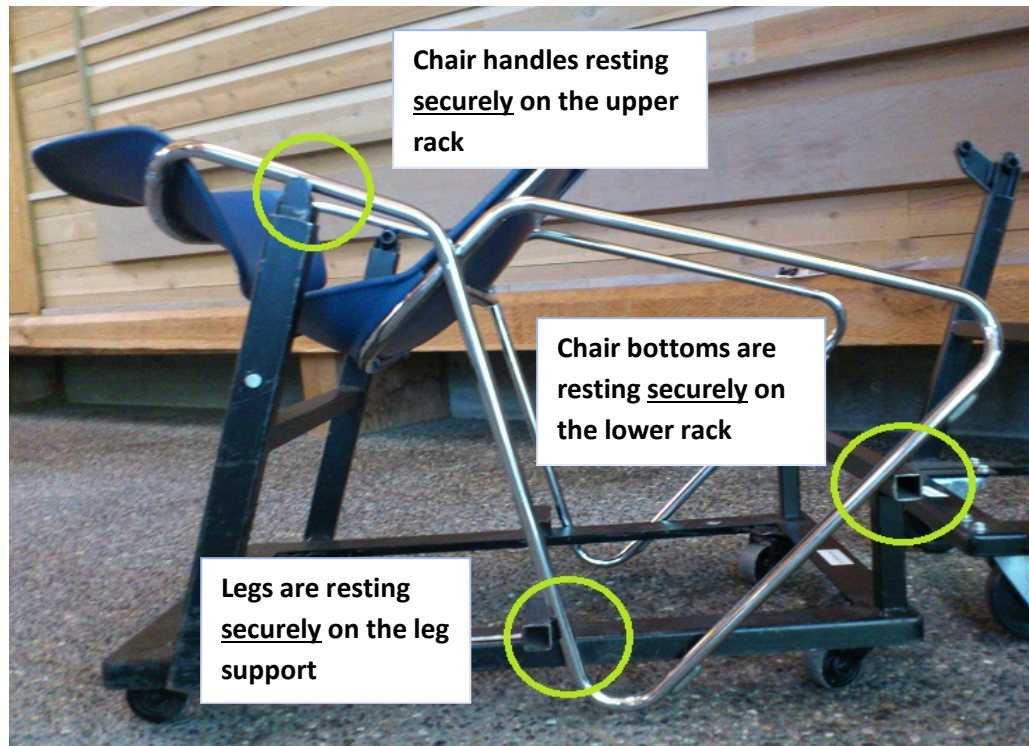
Receptacle Items Permitted

Food Scraps	Recyclable Containers	Paper	Garbage
Cooked food waste	Plastic #1 - 7	Newspapers & magazines	Plastic bags
Raw fruit, vegetables & grains	Glass bottles & jars	Envelopes	Styrofoam
Paper towels & napkins	Metal cans	Computer paper	Non-recyclable cutlery
Bones & Egg shells	Recyclable plastic bottles	Cup sleeves	Waxed paper
Dairy products	Recyclable cups & cutlery	Cereal boxes	
Compostable plates	Coffee cups & lids	Telephone books	
Coffee grounds & filters	Juice boxes	Sticky notes	
Tea bags	Tetrapak containers	Programs	
Wood chopsticks	Milk cartons		

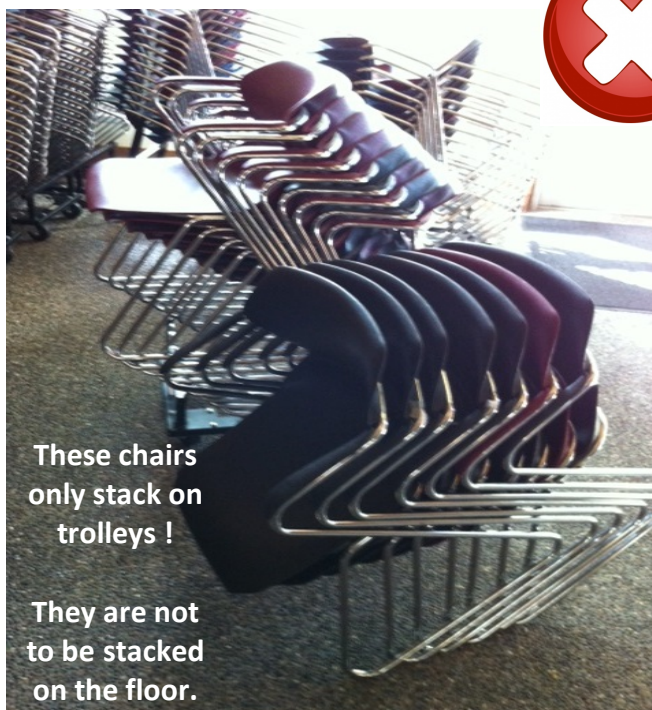
4. DO NOT PROP DOORS OPEN WITH CHAIRS. PLEASE PROP DOORS OPEN ONLY WITH DOOR STOPS PROVIDED AND ONLY WITH THE PERMISSION OF LONGHOUSE STAFF. PROGRAMS MUST ENSURE ALL DOORS AND WINDOWS ARE CLOSED AFTER AN EVENT.
5. REMOVE ALL CARDBOARD BOXES TO THE GREEN DUMPSTER, FOOD, EQUIPMENT, CATERING SUPPLIES FROM THE STY-WET-TAN GREAT HALL AND KITCHEN AT THE COMPLETION OF YOUR EVENT.
6. A SOUND SYSTEM IS IN PLACE IN THE STY-WET-TAN GREAT HALL, (CEDAR PODIUM, CORDED MICROPHONE AND STAND AND TWO SPEAKERS). PLEASE PROVIDE YOUR OWN DATA PROJECTOR, LAPTOP IF NEEDED. WE ARE UNABLE TO STORE ADDITIONAL AUDIO VISUAL EQUIPMENT IN THE LONGHOUSE.
7. IF YOU ARE PLANNING TO PHOTOGRAPH OR FILM YOUR EVENT, YOU MAY NEED TO FILL OUT A PHOTOGRAPHY/FILMING APPLICATION. YOU WILL BE PROVIDED WITH THE APPLICATION UPON BOOKING.
8. THERE IS NO SMUDGING INSIDE THE LONGHOUSE. USERS ARE INSTEAD ENCOURAGED TO SMUDGE AT THE SACRED CIRCLE, LOCATED OUTSIDE AT THE BACK OF THE BUILDING.
9. THE VENUE USER IS RESPONSIBLE FOR KITCHEN CLEAN UP. A CHECK LIST AND SUPPLIES ARE PROVIDED IN THE KITCHEN ADJACENT TO THE STY-WET-TAN GREAT HALL.
10. PROGRAMS AND RENTERS WILL BE ASSESSED A \$100 ADMINISTRATION FEE AND \$50 PER HOUR CHARGE FOR ANY ADDITIONAL CLEANING OF THE HALL OR KITCHEN BY FNHL STAFF
11. UBC POLICY STATES THERE IS NO SMOKING PERMITTED WITHIN 30 METRES OF A BUILDING OR INSIDE ANY UBC BUILDINGS. CONFETTI, RICE, SEQUINS OR FIREWORKS ARE ALSO NOT PERMITTED ON THE PREMISES; INTERIOR AND EXTERIOR.
12. PROGRAMS AND RENTERS WILL BE ASSESSED FOR DAMAGE REPAIRS AS PER THE COST OF HAVING BUILDING OPERATIONS PERSONNEL PERFORM THE WORK. USERS MAY ALSO BE ASSESSED THE COST OF LOST REVENUE SHOULD REPAIRS BE REQUIRED AT THE TIME OF PREVIOUSLY CONTRACTED RENTAL AGREEMENTS.
13. UNLESS PREVIOUS ARRANGEMENTS HAVE BEEN MADE WITH THE BUILDING MANAGER, ENSURE ATTENDEES OF YOUR EVENT DO NOT USE THE STUDENT SPACES OF THE LONGHOUSE. THIS INCLUDES THE SOCIAL LOUNGE, STUDY LOUNGE, COMPUTER LAB AND ELDERS LOUNGE.
14. THE CHAIRS IN THE STY-WET-TAN GREAT HALL ARE ONLY TO BE STACKED ON TROLLEYS. THEY DO NOT STACK ON THE FLOOR WHATSOEVER. PROGRAMS AND RENTERS SHOULD MAKE THEMSELVES FAMILIAR WITH HOW TO STACK THE CHAIRS ON THEIR TROLLEYS CORRECTLY TO AVOID ATTENDEE, STUDENT, STAFF AND FACULTY INJURIES. PLEASE SEE PAGE 3 FOR COMPLETE STACKING INSTRUCTIONS AND PROVIDE THIS INFORMATION TO YOUR TEAM.
15. THE BUILDING MANAGER WELCOMES THE OPPORTUNITY TO ASSIST YOU WITH YOUR FLOOR PLAN IF DESIRED.

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Safe and Correct Chair Stacking



Most Common Error...



Correctly stacked chairs should feel secure on the trolley at all times. If you have doubts, it's probably stacked wrong, and a student host should be consulted. Chairs stacked incorrectly are a work safety issue for people moving the chairs or trolleys.