



Aesculapian Society

School of Medicine Building (SOMB) Acceptable Use Policy

Approved by the Aesculapian Society Council: February 29, 2012

Revisions: October 28, 2015

Introduction

As medical students at Queen's University School of Medicine, we are very fortunate to have an education-dedicated medical building to call our home. In order to cultivate an environment that is conducive to learning, it is our responsibility to treat building facilities respectfully and with care. Students remain accountable for keeping the space as clean as possible after using it. It is important that students respect the hard work the custodial staff and building manager put into the upkeep of our high functioning facilities. As such, the Aesculapian Society has created a policy governing the use of the School of Medicine Building (SOMB), formerly known as the New Medical Building (NMB). Concerns related to respectful student use of the SOMB fall under the portfolio of the Aesculapian Society Vice-President of Internal Affairs. Items of relevance may be communicated to the VP Internal at vpinternal@qmed.ca and thereafter relayed to the Aesculapian Society Council.

The Policy

The main governing principle for the following set of rules is to leave the room the way it was found.

Study rooms

1. Wipe the boards with the dry erasers after using them.
 - a. The proper use of the liquid cleaner is only for marks that cannot be removed with the dry eraser.
 - b. Do not combine the use of the liquid cleaner with the dry erasers; use a paper towel instead.
2. Do not remove dry erasers or markers from other rooms.
3. Clean up any messes left in the room.
4. If any equipment is missing or not working, please email vpinternal@qmed.ca.

5. Unless the room is booked for a meeting, please share the room with other students.
6. Personal items cannot be used to reserve study rooms.
7. Do not let non-medical students into the small group rooms.

First-Floor Student lounge (Kitchenette)

1. Cover any food being heated in the microwave, please clean the microwave if there is a mess.
2. Please label personal food items. Do not leave personal food items in fridge for more than 48 hours. Personal food items left for more than 48 hours will be disposed of.
3. Clean up any empty boxes or containers in fridge.
4. Do not leave personal appliances in the student lounge.
5. Any personal items left in the student lounge will be public domain. Do not leave soiled utensils and dishware in the student lounge. Items left at the end of the school year will be disposed of.
6. Do not let persons from outside the School of Medicine into the student lounge.

Classrooms

1. Clean up any messes left in the room.
2. If any equipment is missing or not working, please email vpinternal@qmed.ca.

After-hours & Extracurricular Use

1. As per room booking policies within the School of Medicine, all non-UGME teaching event requests must be accompanied by a completed [room-booking form](#).
 - a. Group study rooms are booked by medical students as usual.
2. Students are welcome and encouraged to make use of SOMB learning space after-hours (after 5:30 pm) for interest group events, meetings, and social gatherings.
3. There shall be no consumption of alcoholic beverages within the School of Medicine Building. Licensing for having alcohol served at an event in the SOMB must go through Queen's Event Services.
4. Large amounts of trash, recycling, and food waste should be disposed of in the dumpsters around the outside of the SOMB on the Stuart Street side to prevent accumulation and cluttering in the building out of respect for the custodial staff.
5. Large messes requiring extra custodial work will incur fees which must be paid by the responsible student(s).

Appliances in the Aesculapian Society Student Kitchenette Policy

The following rules apply to all appliances placed in the AS Student Kitchenette on the First Floor of the School of Medicine Building.

1. Any appliance placed in the lounge must first be approved by the Building Committee and Vice-President of Internal Affairs.
 - a. Approval will be based on the value of having the appliance along with issues of safety to the students and the building.
 - b. The AS will not assume responsibility or any liability for this appliance.
2. Any appliances put in the room must be accessible to all medical students at Queen's University.
 - a. A mandatory fee cannot be levied to medical students for the use of this appliance.
3. Violation of this policy may result in removal of the appliance from the student lounge.