



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 is a dramatic, 3,000 square foot multi-purpose space. Among its outstanding architectural features are 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

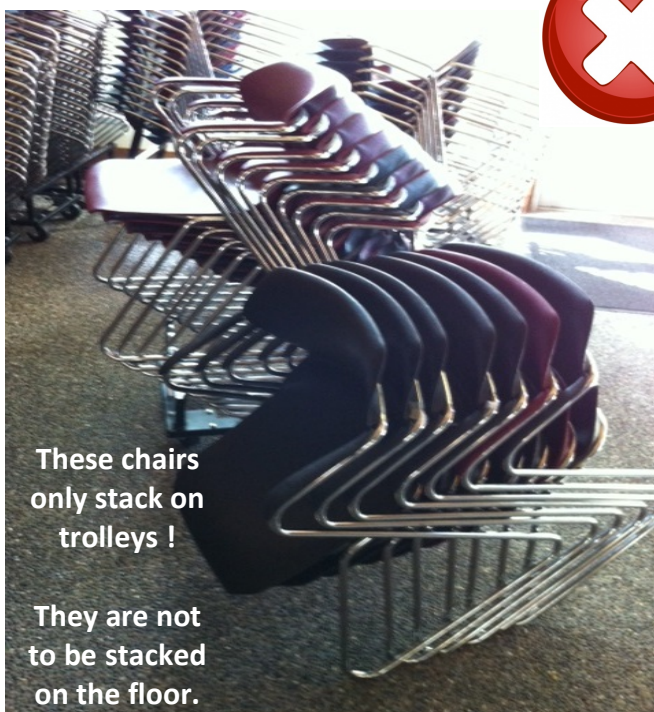
1. Absolutely no alcohol is permitted in the Longhouse.
2. Do not attach anything to the walls, wood, windows or houseposts in the Sty-wet-tan Great Hall or Longhouse in general. This includes non-marking adhesives.
3. It is everyone's responsibility to remove waste from the Sty-wet-tan Great Hall after events to avoid unpleasant odours and provide a pest-free environment for the next users. If a waste receptacle becomes full during your event, please remove the bag either to the blue dumpster on Lower Mall or the appropriate recycling receptacle on the kitchen deck. UBC has its own recycling facility, so announcing this at your event so that items are placed in the appropriate containers is a way to contribute to the success of this program. AT UBC WHEN RECYCLING IS MIXED WITH GARBAGE IT IS DISPOSED OF AS WASTE. REMOVE BAGS OF WASTE TO THE APPROPRIATE RECEPTACLE ON THE KITCHEN DECK. THESE ITEMS CAN REMAIN IN THE BAGS. RELINE THE MULTI-WASTE RECEPTACLES WITH PROVIDED BAGS. (Bags are located in the cabinet beside the kitchen deck door). All cardboard should be removed to the green dumpster on Lower Mall road.
4. The venue user is responsible for all set up/tear down/clean up for the event. After your event, please ensure tables are wiped down with bleach spray provided from the cleaning cabinet in the kitchen or with the wipes found in the great hall.
5. All tables should be flipped up and moved to the perimeters of the hall or into the storage room, (room 124) after your event. Please arrange them front to front and back to back to avoid damage to surfaces.
6. During your event, do not prop doors open with chairs or rocks. Please use the provided door stops. Ensure all windows are closed after your event has concluded. Keyless entry doors cannot be propped open. An alarm will sound and connect to UBC Security as a result.
7. A Bluetooth-enabled sound system is provided for your event. Please provide your own laptop and data projector for presentations. We are unable to securely store and additional equipment brought in for your event. **The Sty-wet-tan Great Hall is NOT Zoom or MS Teams compatible.**
8. If you are planning to photograph or film during your event, please complete a photo/filming application for approval at least 7 days prior to your booking.
9. The venue user is responsible for cleaning up the kitchen next to the Sty-wet-tan Great Hall and ensuring all catering equipment is removed from the area afterward. A cleaning checklist and supplies are located within the kitchen.

- IF YOU ARE SMUDGING AT YOUR EVENT, PLEASE ENSURE YOU FOLLOW OUR SMUDGE POLICY. YOU WILL BE PROVIDED WITH THE POLICY UPON BOOKING.
- VENUE USERS WILL BE ASSESSED A \$100 ADMINISTRATION FEE AND \$50 PER HOUR CHARGE FOR ANY ADDITIONAL CLEANING OF THE HALL OR KITCHEN BY FNHL STAFF
- 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.
- VENUE USERS 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.
- 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.
- THE CHAIRS IN THE STY-WET-TAN GREAT HALL ARE ONLY TO BE STACKED ON TROLLEYS. THEY DO NOT STACK ON THE FLOOR WHATSOEVER. VENUE USERS 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.
- THE BUILDING MANAGER WELCOMES THE OPPORTUNITY TO ASSIST YOU WITH YOUR FLOOR PLAN IF DESIRED.

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.