

## **Policy Statement**

### **FIMS Terrace (FNB 3020)**

This policy was created to ensure safe and secure access to the terrace and to provide safety guidelines when using the space.

#### **Restricted Space**

The FIMS Graduate Library terrace is a restricted space, available for use only by the FIMS graduate community during regular library hours of operation. The maximum occupant load permitted on the terrace is 60 persons. Access to the terrace is gained only through the library (FNB 3020); the door leading into the stairwell is an emergency exit. The terrace doors are locked when not in use and alarmed to campus police.

#### **Hours of Operation**

The terrace is open only when the library is fully staffed (availability of two or more staff). In the event of inclement weather, as determined by library staff, occupants will be asked to leave the area and the door will be locked.

#### **Use of Library Materials**

Some library materials may be used on the terrace. Please ask at the service desk for restrictions.

#### **Safety Concerns**

To enhance safety when using the terrace, please note the following:

- Children are not permitted on the terrace without adult accompaniment.
- Do not throw items of any type from the terrace.
- Banners and additional furniture may not be placed onto the terrace, unless approved.
- The use of grills or other cooking devices is prohibited.
- If the fire alarm sounds, use the emergency door and exit through the stairwell.

#### **Food and Drink**

Food and drink are permitted on the terrace, but please clean up after yourself using the outdoor garbage receptacle. Food is not permitted in the library.

#### **Reserving the Terrace for Programming and Filming**

If weather permits, the FIMS graduate community can reserve the terrace for class programming through the library service desk, or by email at [fimslib@uwo.ca](mailto:fimslib@uwo.ca). MMJC students also have access to the terrace for filming, and may reserve a portion of the space during our regular hours of operation.

*The terrace was designed with safety and security in mind.*

*FIMS Graduate Library staff ask that everyone use it safely and responsibly.*