BLACK LIBERATION COMMONS SPACE USE POLICY
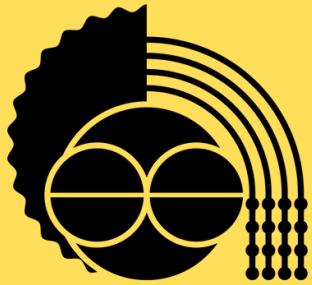
BLACK STUDIES
at Queen's University

Purpose

The Black Liberation Commons is designed to foster community, collaboration, and engagement among Black students, staff, and faculty at Queen's. This policy outlines expectations for appropriate use to ensure that the space remains welcoming, safe, and functional.

Access and Hours

- The Black Liberation Commons is open to Black students, staff, and faculty at Queen's University, and through consultation with the Queen's Black Clubs Caucus and the Black Studies Collective, community groups and individuals that center anti-racist, anti-oppressive, and decolonial practices.
- Regular hours of operation are Wednesdays & Thursdays, 8:30 a.m. to 4:30 p.m.
- Access outside of regular hours for non-QBCC affiliated clubs requires formal booking.

Intended Use

- The Black Liberation Commons is intended for study, group work, meetings, events, and community-building activities.
- Activities must align with the values and mission of Queen's Black Clubs Caucus and the Black Studies program.

Bookings and Reservations

- Requests for event and after-hours bookings for non-QBCC affiliated clubs must be submitted through the booking form: https://forms.gle/uCTbbnmBczBCQrrw7.
- Once a booking is confirmed, the event lead or individual who has booked the space is required to schedule a time to meet with the Black Studies Program Administrator to fill out and sign a "Visitor Keys and Fobs" rental agreement.

Conduct and Respectful Use

- Guests in the Black Liberation Commons are expected to maintain a respectful and inclusive environment.
- Noise should be kept at a moderate level to respect others using the space.
- Discriminatory, harassing, or disruptive behaviour will not be tolerated.
- Personal belongings should not be left unattended; Queen's Black Clubs Caucus and the Black Studies program are not responsible for lost or stolen items.

Food, Drink, and Cleanliness

- Food and beverages are permitted.
- Guests must clean up after themselves and dispose of waste in the receptacles located outside of the room, on the third floor of Robert Sutherland Hall.
- Any spills or damages should be reported immediately to the Black Studies Program Administrator at blck@queenus.ca.

Furniture, Books, and Equipment

- Furniture and equipment must remain in the space and be used appropriately.
- When the room setup is altered for a club meeting or event, please make sure to return them to their original setup.
- The Black Liberation Commons library is available for guest use. To borrow a book, please ensure to fill out the loan form: https://forms.gle/a9iQLAEHpBxAiCgN7.
- Report any damages or malfunctions promptly to the Black Studies Program Administrator at blck@queensu.ca.

Furniture, Books, and Equipment

- Guests may be held responsible for damage caused by misuse or negligence.
- Any decoration on the walls or on shelves should not be moved without the approval of the Black Studies Collective.

Storage

- Black clubs may utilize the Commons for storage; Queen's Black Clubs Caucus and the Black Studies program are not responsible for lost or stolen items.
- Black clubs that store belongings in the Commons must clearly indicate which belongings are theirs.

Safety and Security

- Guests must comply with all University safety protocols and policies. The Black Studies program faculty and staff have a duty to report any violations.
- In case of emergency, contact Campus Security.

Enforcement and Violations

- Violations of the Space Use Policy may result in:
    - A verbal or written warning
    - Temporary or permanent loss of access
    - Referral to the Student Conduct Office for further action
- The Black Studies program reserves the right to modify, restrict, or revoke access at its discretion.

Feedback and Questions

Students are encouraged to share suggestions for improving the space by contacting the QBCC Co-leads at queensblackclubscaucus@gmail.com and/or the Black Studies Program Administrator at blck@queensu.ca.