

Q̄apix̄idaʔas User Guide

- Please be mindful of the spiritual nature of Q̄apix̄idaʔas – it is a sacred space.
- The use of Q̄apix̄idaʔas must support the goals of the Working Together plan.
- Q̄apix̄idaʔas is a smudging-friendly space, but only if Facilities have been made aware and turn the fans on to avoid the fire alarm turning on.
- Coordinators of the event are responsible for their entire set-up and takedown and must be in attendance throughout the duration of the event.
- Coordinators of the event are responsible to ensure Q̄apix̄idaʔas is cleaned and left in good condition (see checklist).
- If using the adjacent Indigenous Student Lounge, the coordinators of the event are responsible to ensure that the lounge is cleaned and left in good condition. Please note that the Indigenous Student Lounge must always remain available to students.
- Please check-in with the Office of Indigenous Education if you have leftover food you want to donate to the students in the Student Lounge. If approved, please label food with date and properly store in the student fridge.

CHECKLIST FOR BOOKING

Q̄apix̄idaʔas needs to be booked through Facilities with a service desk ticket. Please include in the Service Desk ticket why the use of Q̄apix̄idaʔas is appropriate for this activity and how the activity supports the goals of Working Together.

Request a key to the storage room if you need furniture (you are responsible for set up and take down).

Inform Facilities of smudging activities so they can turn the fans on. If not the fire alarm and sprinkles might turn on.

If using the High Flex TVs, please follow instructions provided on paper to plug in the systems.

The exterior doors are on electronic locks; you need to communicate with Facilities if you need to have them unlocked for the duration of the activity.

CHECKLIST FOR AFTER YOUR ACTIVITY

Wipe down all tables. Cleaners and paper towels are the storage room.

Put ALL furniture (tables, chairs, TVs) away in the storage room after the event. (Request a key storage when booking.) Only stack chairs once they are out of Q̄apix̄idaʔas as rolling stacked chairs damages the floors. Ensure the wheels of the tables are unlocked before rolling in or out.

Q̄apix̄idaʔas (and the Indigenous Student Lounge if using) must be left in the same condition, or better, than you found it.

Remove all garbage. It can be put in garbage bags, sealed, and then placed in the grey bin in the student lounge.

Turn off lights and close all doors.