

# Department of Electrical and Computer Engineering

## Tenancy Agreement for the rental of study carrels or cubicles in Walter Light Hall (WLH)

### 1. Terms of Tenancy

- a. The following categories of tenants are eligible to apply for study carrels or cubicles in WLH:
  - i. PhD and Masc. students who are within their eligibility period (4 years for PhD, 2 years for Masc.).
  - ii. PDFs who are on an NSERC or other full scholarship.
  - iii. NSERC USRA students (summer only).
  - iv. 4+1 students (summer only).
  - v. Visiting Research Students, who are fully funded by a scholarship (e.g. China Scholarship Council students).
  - vi. Visiting Researchers, who are fully funded externally (e.g. visiting faculty on sabbatical).
  - vii. SWEP and Work Study students (summer only).
  - viii. MEng students, who are supervised on a project (summer only).
  - ix. PhD and Masc. students who are outside of their eligibility period.
  - x. Research adjuncts.
  - xi. Paying tenants: PhD and Masc. students who are not sole- or co-supervised by a regular ECE faculty member, and for whom rent is paid to the department.
  - xii. Research associates, volunteers, and others.
- b. Undergraduate and MEng students will be assigned 4x2 carrels, whereas other graduate students, PDFs, visiting researchers, etc. will be assigned 6x6 carrels.
- c. For tenants who are not part of ECE:
  - i. Tenants must be eligible for space (see item 1 above).
  - ii. Faculty supervisors should submit a space request for their students/researchers to [ecerecpt@queensu.ca](mailto:ecerecpt@queensu.ca) detailing the name, student number/employee number, eligibility (see 1 above), and duration of rental (up to 1 semester).
  - iii. Rent is \$100/month, for either a 4x2 or 6x6 carrel.
  - iv. Rent is due on or before the start of the regular fall and winter semesters.
  - v. Rent is payable by cheque to "Queen's University".
  - vi. Rent is for a full month(s) regardless of occupancy duration (no proration).
  - vii. Contracts must be renewed each semester.
  - viii. Students will be expected to abide by the code of conduct for the study spaces (see attached).
  - ix. Students will be required to sign for keys and electronic fobs (buy at Campus Book Store) required for entry into the study areas.

## 2. Study area Code of Conduct

- a. Be respectful of other students and staff in workspaces such as offices and laboratories as well as common areas like hallways or the lunchroom.
- b. Maintain an environment free of racism, sexual harassment, harassment based on religion, disability, sexual orientation, gender or gender presentation.
  - i. Do not use violent or offensive language. This includes, but is not limited to: the telling of sexist, racist, or homophobic jokes and stories, and the use of gendered, racist, or culturally insensitive language.
  - ii. Issues of verbal, physical, emotional abuse and discrimination can be brought to the attention of the Department through the graduate coordinator, Human Rights Office and/or the SGPS Student Advisors.
    1. Queen's Human Rights Policy and Procedure: <http://www.queensu.ca/secretariat/senate/policies/harass/index.html>
    2. <http://www.queensu.ca/humanrights/Complaints%20process.htm>  
[hrights@queensu.ca](mailto:hrights@queensu.ca)
    3. SGPS Student Advisors: <http://www.sgps.ca/services/advisors.html>  
[studentadvisors@sgps.ca](mailto:studentadvisors@sgps.ca)
- c. The common workspace cubical areas and the labs are restricted areas. Sharing of key fobs or granting entry to unauthorized personnel is prohibited. Occupants are accountable for the conduct of their guests and for people whom they admit into the area.
- d. Cubicles and filing cabinets are allocated to specific students and visitors. Unauthorized switching of workspaces or filing cabinets is prohibited.
- e. Individual workspaces (cubicles and carrels) in the graduate common workspaces are private and should not be treated as common spaces.
- f. Common workspaces should be quiet for working. Be aware that high sound levels coming from your workspace may disturb others.
  - i. Limit personal telephone calls.
  - ii. Skype calls, conference calls, group meetings and activities which are disruptive to other occupants should be done in one of the meeting rooms available on each floor
  - iii. Do not socialize or talk excessively in common workspaces.
- g. Bring your key fobs. Do not disturb people who are working by knocking on the doors for entry.
- h. Avoid the use of scented products.
  - i. Individuals in common workspaces, hallways, offices etc. should be aware that others will have different levels of tolerance to scents. There are occupants in WLH who have scent allergies. Please do not use scented perfumes, deodorants, sprays etc. on your person or in WLH.
  - ii. Remove any garbage that could create an odour to the hall garbage bins.
- i. Clean up after yourself in the common workspaces, cubicles, labs and the lunch room.

- iii. Cleaning supplies will be provided in the lunch room. Please make it your responsibility to use those cleaning products to clean up after yourself.
  - iv. Dispose of any food waste in the receptacles located outside of the lab/cubical spaces.
- j. Food preparation and the use of microwaves, refrigerators, kettles is generally not permitted in the cubical and lab spaces. Please take these activities to the 3<sup>rd</sup> floor lunch room.
- i. In cases where microwave ovens or kettles have been approved for use in other areas:
    - 1. No “cooking” of food is permitted.
    - 2. Food “warming” must be done with a timer and timers should be set for no more than 2 minutes at a time. The person who is using the microwave or kettle MUST stay at the microwave or kettle while the food is being warmed.
- k. Ongoing experiments and equipment in the shared lab space must be respected. Clean/clear your work space at the end of the day. When experiments are done, clean up your workspace.

By signing this document, students are expected to abide by the code of conduct. If these expectations are not met, it is the right of other students to remind their peers about the code of conduct and/or bring the matter to the attention of the Chair of Graduate Studies through the Graduate Administrative Assistant. Please remember that your access to office space, laboratory space and other common areas in our building is a privilege, not a right. Failure to comply with this code of conduct can result in loss of access to these spaces. Documentation of code violations will be kept in student files except for human rights violations, which will be handled formally.

**TENANCY AGREEMENT**

**Department of Electrical and Computer Engineering**

\_\_\_\_\_ (Last Name)                      \_\_\_\_\_ (First Name)                      \_\_\_\_\_ (Initial)                      \_\_\_\_\_ SUPERVISOR/Requested by

STAFF/STUDENT # \_\_\_\_\_

E-MAIL \_\_\_\_\_ @ queensu.ca

FACULTY \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

TYPE of TENANT (PhD, MASC, PDF etc.) \_\_\_\_\_

FLOOR#	CUBICLE#	KEY#	START DATE	END DATE

Signature (Tenant) \_\_\_\_\_

Signature (Supervisor) \_\_\_\_\_

\_\_\_\_\_ (University officer)                      \_\_\_\_\_ (Signature)                      \_\_\_\_\_ (Date)

\*Failure to do so will result in disciplinary actions.