



# University of Manitoba Faculty of Architecture Studio Use Permission Form

## FOR STUDENTS:

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Please complete the form below to request permission to work at your desk in studio during non-studio hours when the building is open (M-F 7:30 am – 6:00 pm). Please refer to the end of this document for governing principles for off-hours studio use. By submitting this request, you confirm that you will abide by all guidelines and governing principles. All requests must be first be approved by your studio instructor and then submitted to the Dean at [Mira.Locher@umanitoba.ca](mailto:Mira.Locher@umanitoba.ca), Philippa Alexiuk at [Philippa.Alexiuk@umanitoba.ca](mailto:Philippa.Alexiuk@umanitoba.ca) and cc'd to your Department Head or Program Chair.

Environmental Design: Eduardo Aquino <Eduardo.Aquino@umanitoba.ca>  
Architecture: Brian Rex <Brian.Rex@umanitoba.ca>  
City Planning: Richard Milgrom <Richard.Milgrom@umanitoba.ca>  
Interior Design: Kelley Beaverford <Kelley.Beaverford@umanitoba.ca>  
Landscape Architecture: Anna Thurmayr <Anna.Thurmayr@umanitoba.ca>

## REQUEST INFORMATION:

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**Briefly explain why you are requesting permission to use your studio space off-hours:**

**Course number:**

**Instructor name:**

**Requested start date:**

**Student name:**

**Email:**

**HAS THIS REQUEST BEEN DISCUSSED WITH AND APPROVED BY YOUR INSTRUCTOR?:**

## FOR DEAN'S OFFICE USE ONLY:

**DEAN APPROVAL:**  Approve     Decline     Return for Revision

**Date:**

# PRINCIPLES GOVERNING ACTIVITIES

## General Guidelines Applicable to All Principles:

- Approvals are subject to change based on the evolving Provincial public health guidelines, COVID-19 risks and UM responses to these risks. Please consult the following websites (among others): <https://www.gov.mb.ca/covid19/prs/index.html> and <https://umanitoba.ca/coronavirus/latest-updates-and-safety>.
- Activities may not proceed unless approval is granted.
- A request for approval must be discussed with and approved by the course instructor prior to being submitted to the Dean for final approval.

## Principles Governing Exceptions for Off-Hours Studio Use

- All facets of the activity must adhere to all Provincial health and safety requirements and protocols in place for the relevant sector at the time the activity occurs.
- Benefit of the activity cannot be realized using remote means.
- Requesting student must provide a reasonable explanation for the request.

## Principles Governing Off-Hours Studio Use

- Students must abide by all University of Manitoba and Faculty of Architecture COVID-19 protocols and guidelines, including vaccination, masking, and social distancing.
- Students may only access their studio space during building open hours, M-F 7:30 am – 6:00 pm.
- Students may not have visitors with them in studio.
- Students must clean and disinfect their workspace at the end of each work session.
- Failure to comply with the guidelines and governing principles may lead to revocation of the permission to use the studio during off-hours.