



**ACTF BUILDING ACCESS INFORMATION  
AND BUILDING USE POLICY  
2022-2023**

**for Students and Community Users of the Asper Centre for Theatre and Film (ACTF)**

***PLEASE NOTE: While the University is now open to the public in a general way, we are still required to follow certain procedures for users in the building after hours and on weekends, when the building is locked. This document outlines access procedures as well as other health and safety protocols for all users including Community groups and students. PLEASE READ THIS DOCUMENT AND SHARE IT WITH EVERYONE IN YOUR GROUP!***

**PLEASE SHARE AND REVIEW THIS MATERIAL AND  
THE ACCOMPANYING COVID-19 PROTOCOL  
WITH ALL MEMBERS OF YOUR GROUP**

**PART I: BUILDING ACCESS**

**Regular building hours for the ACTF are 8 am – 5 pm Monday to Friday, excluding holidays. The building is locked at all other times. All University Buildings including the ACTF are closed on statutory holidays.**

**ENTERING THE BUILDING OUTSIDE OF REGULAR HOURS:**

- **ENTRANCE:** External access to the ACTF is limited to the main door only (up the ramp from Balmoral St, or along the path and up the stairs from Colony). (Card access to any external doors is no longer permitted.)
- **REQUIRED LIST OF PARTICIPANTS:** Groups using space outside of regular building hours for non-THFM projects must provide names of all members (BOTH UW student/faculty/staff AND non-UW student/faculty/staff) to the Department Office ([m.tallin@uwinnipeg.ca](mailto:m.tallin@uwinnipeg.ca)) at time of booking, at least a day in advance of the booking dates. Security requires we provide these names before access will be allowed.
- **CONTACT SECURITY FOR ACCESS AFTER HOURS:** Outside of regular weekday hours (i.e., when the building is closed), students and Community group members will be required to contact Security via the photo intercom to the left of the main door, provide their name, and show their ID to be allowed into the building. Security will check names against the list provided and those not on the list will not be allowed entry.
- **PHOTO IDENTIFICATION:** All students and members of the group must show photo ID at the video-intercom to enter the building outside of regular hours. UW students/faculty/staff can use UW ID cards; non-UW users must have alternate photo ID. Security may require this ID before allowing individuals into the building. (Users should all have ID with them at all times as Security may do random checks on their rounds.)
- **SIGN IN EVERY TIME:** Outside of regular hours, group members entering the building will be required sign in on the provided Daily Sign-In sheet at the front desk. Security will use this sign-in sheet to confirm approved presence in the building.

## INTERNAL ACCESS:

- **Studio Access:** Studios are always locked after hours and on weekends.
- **Access Cards:** Cards provide INTERNAL access to designated rooms in the ACTF from 8am to 10pm daily (except statutory holidays when the University is closed).
- **Student Cards:** UW THFM students may get internal access to designated spaces added to their student/ID cards by visiting the Department Office during regular office hours.
- **Other Users:** Renters and other building users may also obtain one or two Access Cards; contact the Department office in 3T03 (204-786-9955; [mtallin@uwinnipeg.ca](mailto:mtallin@uwinnipeg.ca)) for details.
- **Hot-Spotting:** Access cards must be activated every day they are used. This is done by holding the card lightly against the sensors ("hot spot") mounted beside the Main Ramp Door on the auto-door opener pedestal to the right of the doors. The activation expires daily and must be activated again the next day the card is used.
- **Audit Trail:** Each access card carries an audit trail and the card holder is responsible for its use. Cards should not be loaned or shared. Please report a lost, stolen, or damaged card to the Department Office or Security immediately so that the card may be deactivated.

## PART II: BUILDING USE POLICY

- **HEALTH AND SAFETY PROTOCOLS may be in place in the building at various times of the year; please inquire if you are not sure.:**
  - **The following are always in place:**
    - Masks are strongly recommended.
    - Masks must be worn by all audience members during public performances and events in the ACTF Theatre.
    - Clean-in/clean-out protocols: surface areas in every space must be cleaned BEFORE and AFTER use (cleaning supplies are provided in each studio space; please inform Department Office if any run out)
  - Other recommendations:
    - Practice frequent personal hand-washing and sanitizing.
    - Practice social physical distancing when possible.
    - If you are ill, stay home.
    - If you have been ill but are recovering, please wear a mask.
    - If you become ill while in the space, please withdraw from the group and isolate until you are able to leave the building.
- **Outdoor footwear is NOT PERMITTED in studios 0T09, 0T10, 0T19, 2T05, 2T15.** Users are invited to bring indoor shoes or slippers, or wear bare feet or socks. This is to ensure the integrity of the sprung floors and to keep the rooms as clean as possible for subsequent users. Where possible, this policy extends to rehearsal rooms as well.
- **Rooms are to be restored to a clean and tidy condition AFTER EACH USE.** Beyond the cleaning protocols outlined in the Covid Protocol manual, rooms should also be restored to their original state; usually this means all furniture is neatly replaced at the perimeter of the room, and all personal belongings are removed.
- **Props and costumes should not be left in rehearsal rooms.** If they are not removed immediately after rehearsal, they are left at the owner's risk, and may be discarded.
- **Please do not bring in furniture.**
- Please remove any items you bring in following each rehearsal.
- **Please do not move items from one studio to another.** Mime boxes, tables and chairs, mats etc should not be removed from room to room.

### **PART III: SECURITY AND CONSIDERATION**

- **Fire/Evacuation:** Everyone in the group must be familiar with fire evacuation routes provided on each floor.
- **Security:** Contact Security in case of any emergency, danger, or safety concern. All members of the group should have the following information:
  - **SECURITY PHONE (General, non-emergency, Safe Walk and Safe Ride): 204-786-9272**
  - **SECURITY EMERGENCY NUMBER: 204-786-6666**
  - The ACTF equipped with an emergency-only phone to directly contact Security in the main lobby by the House Management Office. This can be used in an emergency situation to directly connect with the UW Security Services.
  - Users are encouraged to visit the UW Security webpage at <https://www.uwinnipeg.ca/security/index.html> for complete information about campus security and emergency procedures.
  - Users are encouraged to download the UW Safe App at <https://www.uwinnipeg.ca/security/uw-safe-app.html>.
- **Building users are required to carry their ID Cards with them AT ALL TIMES.** Security Guards may challenge anyone's presence in the building at any time, and outside of regular hours, will reference a person's ID with the list provided to Security and/or the Sign-In sheet at the front door to confirm authorization to be in the room/building. Wherever possible, the group's booking confirmation should be carried as well (hard copy or electronic); at the very least, it should be available at all times, as confirmation that an official booking has been made.
- **DO NOT prop open any outside doors to the ACTF at any time.** Users must contact Security via the camera intercom at the front door for entrance each time.
- **DO NOT let others into the building.** Strict security measures must be adhered to for the safety of the people in the building and the maintenance of expensive equipment.
- **DO NOT bang on any external doors or windows.**
- **DO NOT take food or drink into studios or rehearsal rooms.** Exception: water.
- **Sharing the space:** This building has many activities occurring simultaneously. Please be considerate and polite to all users of the spaces in our building.
- **Always control noise levels.**
- **Keep all hallways, common areas and exits clear and clean.**

***Use of departmental space outside of class time is a privilege extended to our students and other theatre/film practitioners in the community. Abuse and/or disrespect of the rooms may result in denial of this privilege or restricting available space, which disadvantages everyone.***

***Our rooms are used extensively by many groups; please be considerate of other users and of members of the Department responsible for their upkeep.***