



**MRFA**  
MOUNT ROYAL  
FACULTY ASSOCIATION

## Faculty Centre Guest Policy

**Category:** Faculty Centre  
**Last Revised:** Spring 2025  
**Scheduled for Review:** Spring 2028  
**Policy Sponsor:** Member Engagement and Services Officer

### I. Overview

Use of the Faculty Centre is restricted to Association Members, their family, MRFA staff, and individuals who are invited to be on campus for Association or University business; for instance, candidates may be brought to the Faculty Centre for a hiring committee lunch. Guests' access to the Faculty Centre is subject to the limitations below.

Maintaining a membership and guest policy is a requirement of the Faculty Centre Liquor Licence under the Alberta Gaming and Liquor Act.

### II. Limitations

#### a. Student Guests:

Members are asked to be sensitive to the fact that the Faculty Centre is primarily a meeting and social space for MRFA Members, some of whom may be uncomfortable sharing that space with current Mount Royal students, particularly during afternoon socials and other social functions.

As per the Association Bylaws, student guests require the approval of any member of the Executive Board or of the Executive Board for groups of three (3) or more students.

#### b. Management Guests

Members of management will not be invited to MRFA social events; however, they may be signed in as guests when invited to attend a meeting held in the Faculty Centre.

#### c. Point of Entry

All individuals accessing the Centre, including Association Staff and Officers, shall normally use the campus card reader to enter via the main glass doors or patio doors to enter or exit the Faculty Centre. The side door to the kitchen shall normally be used only for deliveries or when the glass doors are bolted during summer months. The card reader may be disabled for large events with prior approval from the President.

### III. Procedures

- Every member who enters the Faculty Centre is required to scan their card on entry.
- The guest sign-in book shall always be available [online](#) or in physical copy at either the MRFA Bistro service counter (Tuesday - Friday) or the MRFA Offices (on Monday). This sign-in book is for administrative use only and is not available for review by MRFA members.
- Concerns about adherence to this policy can be communicated to [facultyrelations@mrfa.net](mailto:facultyrelations@mrfa.net).

#### **IV. Accountability**

- Members are responsible for the conduct of their guests.
- Members shall normally be present with their guests in the Faculty Centre.

#### **V. Related Committees**

The Faculty Centre Management Committee has oversight of the Faculty Centre and may make recommendations to the Executive Board on amendments to this policy as required.

#### **VI. Related Policies**

- Standards of Professional Conduct
- Faculty Centre Booking Policy
- Faculty Centre Food Preparation Policy
- Faculty Centre Television Policy
- Liquor Service Policy
  
- Policy Against Abuse of MRFA Staff