Front Porch Regulations

BY: The BUILDING MANAGEMENT COMMISSION
General Guidelines

1. All equipment must be returned to the original location from which they are found at the end of the booking.
2. When booking the 550w Watt speakers, the people setting up must know how to do this. **SUS is not responsible for setting up the speakers for you.**
3. To ensure this, the people closing the booth must be informed of where the equipment was initially located. This must be done by either the people initiating the front porch booking, or communicated by different channels.
4. A two-strike system will be employed. The first time equipment is left out or misplaced, the organization responsible will receive one strike for the front porch booking. The next time misconduct or misplacement occurs, the organization will **not be allowed to book the front porch again until the end of the term** before they can book again.

Equipment Location

- Speakers will be located in the Councillor Office under the desk to the right.
- Extension cables will be located in a milk crate to the right of the speakers
- Cables associated with the speakers will be located in the 2nd lowest and lowest drawer between the speakers and the extension cables.
- Tables are located in the back of the first floor study area
- Foldable chairs will either be located in the same space or upstairs by the side entrance in the back room
- Tents will be located behind the front entrance to the right.
- **All equipment must be returned to where they were found!**

Setting Up Tents

1. At least 4 people are required to set up the tents
2. Each individual will situate themselves at each corner of the tent, lift and pull outwards
3. They should proceed to step backwards until the tab at the top clicks in, often you must use your hands to push up at the base of the tent until it clicks in.
4. Step on the ‘feet’ of the tent and pull it up (simultaneously) to raise the tent until it clicks.
5. Move the tent until it is situated in a desirable location