



Nishnaabe-gkendaaswin Teg Arbour Procedures and Safety Measures

The Nishnaabe-gkendaaswin Teg (the arbour) is a place of Indigenous knowledge. It is a gathering space of higher learning, within an Anishnaabe worldview. When the arbour is used for ceremony, appropriate protocols will be followed according to the cultural tradition of the person leading the ceremony.

All individuals who use the arbour must follow the procedures listed below.

BOOKING PROCEDURES

1. To reserve the arbour, please fill out the Facilities Rental Agreement, available [here](#) and at the Finance Department, room 316.
2. All reservations must be made at least seven (7) days **prior** to the ceremony.
3. Reservation approvals are the responsibility of the Director of Finance and Administration.
4. Once approved, the finance clerk informs:
 - the individual(s) identified on the rental agreement form
 - the Facilities and Securities Manager

SECURITY MEASURES

1. Any incidents or accidents must be reported as per University policies.
2. Absolutely no alcohol, drugs, fireworks or combustible material(s) allowed within the area.
3. While the fire is burning, the following is required on site:
 - a. a fire extinguisher;
 - b. an adequate supply of water to put out the fire;
 - c. a fire keeper.
4. When the ceremony is complete, the fire keeper will remain and ensure no hot ashes or embers are left. The facilitator or person(s) hosting the event is responsible for providing their own fire keeper.
5. No fire building material is to be left at the arbour while not in use.
6. All fire material will be stored in a proper manner.
7. The University of Sudbury reserves the right to deny any person or group the use or access to the items and arbour. Absolutely no smoking is permitted within the arbour other than ceremonial tobacco or medicinal usage.
8. Smoking is strictly forbidden at the arbour, except for ceremonial tobacco or medicinal purposes.
9. All [fire code regulations of the Greater City of Sudbury by-laws](#) and the university's [Smudging and Pipe Ceremony Policy](#) are to be adhered to.

**The University of Sudbury has the authority to close down
any event that does not follow the above listed procedures.**