

PROCEDURES FOR BOOKING TEMPORARY SPACE

1. SCOPE

These Procedures apply to requests to book University Space for an Event. All requests under these Procedures are subject to the *Temporary Use of Space Policy* and all defined terms in these Procedures are as set out in that Policy.

Requests to book meeting rooms for faculty and staff to meet for Academic or Administrative purposes (e.g. departmental meetings, operational meetings) are not subject to these Procedures.

2. MAKING A SPACE REQUEST

Each space request shall be made by a Designated Contact Person who is involved with the Event being planned. Bookings cannot be made on behalf of another individual or group. Executive and Administrative Assistants are permitted to book space on behalf of the individual or unit they are supporting as part of their employment duties. The Designated Contact and users of the space will both be responsible and accountable for the use of space.

Space requests shall be made through the central booking system managed by the Office of the Registrar and Enrolment Services, with the exception of (a) requests from external groups for designated conference spaces, which shall be made through Conference Services, and (b) requests for Bookable Space that has been assigned by the Provost to an alternate Booking Authority. All space requests shall include the information requested in the booking form.

Bookings shall be made at least 14 calendar days before the Event is scheduled to begin. Requests submitted less than 14 days in advance may be declined due to insufficient time to review the request.

3. REVIEW OF SPACE REQUESTS

Space requests will be reviewed by the Booking Authority, who will determine whether the request should be approved and whether it is necessary to impose any conditions or limitations on the use of the space. Where necessary, the Booking Authority may consult with relevant units, including but not limited to Facilities, Campus Safety Services, and Risk Management.

Space requests are considered based on information provided by the Designated Contact. Any individual who does not provide full and accurate information as part of these Procedures, or who uses the space in any inappropriate manner, may lose their booking privileges. Misrepresentation or omission of relevant information about the

use may result in the cancellation of the booking without notice. Further action may also be taken under relevant codes of conduct and collective agreements.

4. APPROVAL, DENIAL, AND CANCELLATION OF SPACE REQUESTS

The Designated Contact will receive confirmation by email once a space request has been approved. The Booking Authority will confirm the space booked, provide links to relevant University policies, and direct the Designated Contact to any relevant contact information for University services such as food services and audio-visual support. The Designated Contact may also be informed of any perceived risks to the Event, as well as any conditions, restrictions and obligations placed on the Event and/or the space. Where appropriate, the University will work the Designated Contact to suggest strategies to mitigate any perceived risks.

The Booking Authority may refuse any space request in accordance with the *Temporary Use of Space Policy*. Any such denial will be at the discretion of the University and without appeal.

Bookings may be cancelled or relocated when operationally necessary. In such cases, the Booking Authority will work with the Designated Contact to determine if a suitable alternative space can be provided.

5. FEES AND CHARGES

Booking fees are set and charged at the discretion of the University. These will typically be waived for internal users, except in situations where an event is charging fees to registrants (e.g., registration or admission fees).

The University may, as a condition of booking, require that authorized security be made available during the use of the space, including but not limited to where the building would normally be closed at the time of the event. The University may require such security to be provided at the cost of the Designated Contact and to be arranged by the University. The University at its discretion may assess additional security requirements and require that Campus Safety Services be present at any event. These costs are normally the responsibility of the Designated Contact booking the event.

Additional charges may be applied for special set-up or take-down, additional caretaking costs for extraordinary cleaning, equipment use, damage to University space or property, and food and beverage services, among others.

External users may be required to carry liability insurance for the event, the provisions and amounts of which will be subject to the approval of the University. Proof of this insurance must be provided to the Booking Authority in advance of the event.

PROCEDURE DETAILS

Effective Date

September 2024

Related Documents

Temporary Use of Space Policy