

TEMPORARY USE OF SPACE POLICY

PURPOSE

The purpose of this Policy is to support the use of University Space for purposes that are in keeping with Brock's academic mission, while ensuring the safety of the University community and responsible use of lands and facilities. To do this, this Policy establishes principles and requirements for the reservation and use of University Space.

SCOPE

This Policy applies to the booking and use of any University Space.

This Policy applies to all members of the University Community, including students, staff, faculty members, and professional librarians, as well as to visitors and external groups and individuals.

Booking meeting rooms for faculty and staff to meet for academic or administrative purposes (e.g. departmental meetings, operational meetings) are not subject to this Policy. Such meeting rooms may be booked directly by through room calendars or by contacting the individual with responsibility for coordinating use of a particular meeting room.

POLICY STATEMENT

1. Use of University Space

The lands and buildings making up University Space are private property which the University makes available to members of the University Community and to members of the public for short-term uses that support the University's academic mission of teaching, research, scholarship, creative activity, and community engagement. Any use of University Space must abide by principles which reflect the University's purpose, mission, and values, including a commitment to freedom of expression, as well as commitments to mutual respect and civility.

2. University rights and responsibilities

The University has both the right and responsibility to manage the use of, and access to, University Space to ensure that the University's Academic and Administrative activities are supported. The University is also obliged to ensure the safety of the University Community and lands facilities, and to uphold its values and legal obligations.

All use of University Space is subject to the approval of the University. The University will make available Bookable Space in accordance with the priorities set out in section

4 below. The University reserves the right to impose conditions and/or limitations on the use of Bookable Space, to withdraw or deny access to Bookable Space if it determines that the use may interfere with the University's operations or activities, or the safety and security of persons and facilities, and to assign an appropriate alternate space for any booking when necessary.

The University may assess and collect fees or costs for the use of Bookable Space and take action to pursue any remedies or damages if its policies or use agreements are not followed. The University reserves the right to suspend or deny future reservations for individuals, organizations, or groups that fail to comply with any conditions or limitations associated with a space booking.

3. User responsibilities

All users of University Space are required to comply with this Policy, associated Procedures and user agreements, as well as all other applicable University policies and federal, provincial, and municipal laws.

Users who book space or advertise Events as being open to the public cannot exclude any persons or groups from the activities unless the exclusion is required by health and safety regulations, University policy, or otherwise by law.

Approval of an Event does not imply that the University approves of or condones the Event or the opinions expressed at the Event. Users shall not advertise an Event in a manner that implies University endorsement.

4. Priority of access to Bookable Space

Priorities for allocation of space will depend on the type of space, the location, and the nature of the activity. Priorities for the temporary use of space are typically as follows, in descending order of priority:

- i. Academic Scheduling
- ii. Academic
- iii. Administrative
- iv. Student-Organized
- v. External

Large, University-wide events such as Convocation will supersede most other reservations.

The assessment of an Event against these priorities is within the purview of the Provost & Vice-President, Academic, in consultation with other relevant units. In cases where these priorities conflict or where an exception to this ranking is being sought, the Provost & Vice-President, Academic will have the authority to determine the resolution.

5. Space Booking Procedures

All requests for use of Bookable Space must follow the Procedures for Booking Temporary Space and must be approved by the appropriate Booking Authority.

The Booking Authority is responsible for:

- a. Managing any request for use of University Space within the spaces allocated to them for booking purposes;
- b. Booking an appropriate space, consistent with the priorities set out in section 4 above, and confirming the booking with the requester;
- c. Informing requesters of their responsibilities under this Policy and other related University policies; and
- d. Ensuring any necessary user agreements or documentation are provided by the requester prior to any event or activity.

DEFINITIONS

‘Academic’ means events related to the University’s teaching and research activities.

‘Academic Scheduling’ means the use of space for activities related to the ongoing delivery of University programs, including classes, laboratories, tutorials, seminars, non-credit activities, etc.

‘Administrative’ means events relating to the ongoing internal management and operation of the University.

“Booking Authority” means the functional area designated with responsibility to manage the booking process for any Bookable Space.

‘Bookable Space’ means those areas within University Space made available by the University, in its sole discretion, for Events. These might include classrooms, lecture halls, seminar rooms, labs, conference or meeting rooms, gymnasias, atria, and outdoor space.

‘Designated Contact’ means someone who is involved in the planning of an event and has been designated as the point of contact with the University for planning matters.

‘Event’ means any short-term organized activity, demonstration, meeting, display, or form of public address by a user within or on University Space.

‘External’ means an event proposed or held by a user that is not a member of the University Community acting within the course of their employment or studies.

‘University Community’ means all Brock students, staff, faculty members, and professional librarians.

‘University Space’ means any interior or exterior space or facility which is owned, leased, or occupied by the University.

‘Recognized Student Group’ means any campus student group approved or ratified by BUSU, GSA, the Goodman School of Business, Housing Services, Brock Sports & Recreation, or Student Life and Success.

‘Student-Organized’ means a scheduled event that meets one or more of the following criteria: 1) organized by students; 2) sponsored or organized by a Brock University recognized student group; 3) utilized University, BUSU, or GSA resources such as rooms, spaces, or student organization funds.

COMPLIANCE AND REPORTING

This Policy falls under the jurisdiction of the Provost & Vice-President, Academic, who is responsible for overseeing the implementation, administration, interpretation, and review of this Policy.

Any use of University Space that has not been approved pursuant to the Procedures for Booking Temporary Space is a breach of this Policy. An individual who is found to have breached this Policy may be subject to action under the relevant University codes of conduct or collective agreements, and may be denied or have additional restrictions and conditions imposed on future University Space bookings.

POLICY DETAILS

Policy Owner

Provost & Vice-President, Academic

Administrative Responsibility

Provost & Vice-President, Academic

Vice-President, Administration

University Registrar & Associate Vice-President, Enrolment Services

Associate Vice-President, Students

Policy Classification

Operational

Approval

Approved by the Executive Team

Effective Date

September 2024

Next Review

September 2027

Revision History

Adopted September 2024

Related Documents

- Relevant University policies:
 - Freedom of Expression Policy
 - Student Code of Conduct
- Relevant legislation
 - Ontario Human Rights Code
 - Accessibility for Ontarians with Disabilities Act
 - Occupational Health and Safety Act