

Booking of University Space

University Policy No: BP3440
Classification: Buildings and Properties
Approving Authority: President
Effective Date: September

4.00 **Secondary Purpose** means a short-term use of a University Space by an internal or external user

- 15.00 Primary Purposes for University Space are assigned centrally and are indicated on the campus inventory.
- 16.00 Responsibility for the booking of each University Space is assigned to a designated Responsible Administrator who may delegate the day-to-day administration for booking the University Space to a Bookings Administrator.
- 17.00 The Primary Purpose of University Space will always be given priority when considering any booking requests.
- 18.00 Secondary Purposes shall be in accordance with and compatible with:
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- 24.01 Where a confirmed booking requires relocation or is cancelled under section 24.00 (d) or (e), reasonable effort will be made to find a suitable alternative date or space, as appropriate. In such cases, as much notice as possible will be provided.
- 24.02 A decision by the university to decline or cancel a booking of University Space is final.
- 25.00 Depending on the nature of a booking and any associated risks or safety concerns involved, the Responsible Administrator may:
- (a) require the user to sign a space booking agreement, including a waiver of the

Appendix A –

Procedures for Booking University Space

5.00

9.00 Secondary Purpose bookings of University Space on a full-time basis for more than 30 days require the approval of the responsible authority (see

11.02 The committee membership will include the relevant stakeholders from units across campus, e.g. Campus Security, Facilities Management, Risk Management and Insurance, Student Affairs, University Communications + Marketing, etc. The committee may seek legal advice from the General Counsel, and other advice as they deem appropriate.

Procedure for External Users Booking Academic Department Facilities

Procedural Authority: Vice-President Academic and Provost; Vice-President Finance and Operations
Procedural Officer: Vice-President Academic and Provost; Vice-President Finance and Operations

Effective Date: September 2017
Supersedes: May 2008
Last Editorial Change:

Parent Policy: [Booking of University Space](#)

Background

- 1.00 Facilities within academic Units are often highly specialized and capable of providing service not generally available within the region. The university recognizes that opportunities exist to make such Facilities available to external Users. It is an obligation of publicly funded institutions and a stated objective of some external granting agencies to encourage cooperation with private sector organizations.

Definitions

- 2.00 The definitions from the Booking of University Space policy apply to this procedure. In addition, the following definitions apply:

Department means an academic Unit.

Facility/Facilities means specialized University Space and associated equipment that supports a Department's teaching and research programs, whether funded by the university or by an external granting agency. It does not include general-purpose space such as classrooms or meeting rooms.

Letter of Agreement means an agreement between a Department and an external User for the use of a Facility.

Purpose

- 3.00 -

Procedure

Use Permitted

4.00 A Department is permitted, where appropriate, to enter into arrangements with external Users for the incidental use of its Facilities.

4.01 The proposed use must be consistent with the

