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## USE OF UNIVERSITY SPACE

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<b>Approval Authority</b>	President
<b>Responsible Executive</b>	Vice-President Administration
<b>Related Policies / Legislation</b>	Art Acquisition and Exhibition (4) Board policy direction Real Property, Heritage Sites, Endowments, Intellectual Property, and other Assets (BPD-215) Space Management (220) University Act, section 27 (2)(t)

### PURPOSE/PHILOSOPHY

The university is a student-centred, publicly funded institution committed to providing an inclusive, welcoming, and engaging environment. The university has the right to manage the use of, and access to, its interior and exterior space. The primary use of university space is to conduct university business. UFV facilities are also accessible for use by faculty, staff, and students (including the Student Union Society), for the purposes of furthering the education mission and improving student life and engagement.

A public institution dedicated to community service, UFV's facilities are accessible for use by external agencies, organizations, or community groups, where the activity does not interfere with the university's ability to conduct its own business. UFV recognizes and respects the core values of academic freedom and freedom of expression. To ensure that the university's activities, the safety and security of persons and facilities, and the university's reputation are not compromised, conditions and/or limitations may be imposed on the use of university space.

### Space Priorities

- a. There are categories of university space that are for the exclusive use of the university and are not available for other uses (e.g., office space, laboratories).
  - b. Large university-wide events such as Convocation and Orientation supersede most other reservations.
  - c. Normally, the priority ranking for the use of university space that is generally available for booking is:
    - i. Academic or administrative users;
    - ii. Academic invitees;
    - iii. Student groups; and
    - iv. Commercial users and other third parties.
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## DEFINITIONS

**Academic/administrative users** - Academic units and administrative units of the university, including all faculty members and staff acting in their capacity as employees of the university, who wish to use university space for official university purposes.

Examples of such university purposes include the following:

- regularly scheduled classes or similar activities for university credit course offerings (i.e., University degree and diploma courses approved by Senate);
- occasional seminars, discussion groups or similar activities for university credit course offerings;
- official meetings or activities of faculties, departments or programs;
- Continuing Education activities of faculties, including those credit and non-credit activities organized through Continuing Studies; and
- official meetings or other similar activities of faculty or staff;
- Academic/administrative users also include organizations supported by the University with finances, time or professional skills (e.g., Alumni Association) and bargaining units representing university employees (e.g., Faculty and Staff Association) that wish to use university space for their regular business meetings.

**Academic invitees** - persons and organizations the university wishes to host within university space and to whom the university extends an invitation. They generally include accredited organizations with a special or direct relationship to the university, are normally of an educational, cultural, professional, or social service nature, and are non-profit in operation (e.g., educational institutions, learned societies, charities). Academic invitees may also include university students in their individual capacities.

**Booking office** - any one of the offices responsible for managing the booking of university space (see Schedule A).

**Commercial/other third parties** - all persons or organizations other than academic/administrative users, academic invitees, and student groups who wish to use university space. Examples of commercial/other third parties include non-profit societies, movie production companies, wedding parties, community groups, and may include the federal and provincial governments.

**Indemnity and liability** - refers to groups covered under priorities iii) and iv). These groups use UFV space at their own risk and must include UFV as an Additional Insured under their Liability Insurance with a minimum of \$2 million for any one occurrence.

**Sponsored** - an organization or individual has assumed financial responsibility for the costs associated with holding an event or booking space.

**Student groups** - the UFV Student Union Society and those official clubs, constituency societies, and subsidiary organizations that are a part of the SUS and Student Life.

**University space** - all real property to which the university has right of possession, whether by way of ownership, lease, or otherwise. Real property owned by the university but leased out to a third party

is not included within the definition of university space.

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## **POLICY**

1. University space is to be used efficiently and responsibly and in ways consistent with the values and priorities outlined above. Use of UFV space must be approved by the university, including events, meetings, displays, promotions, and the sale of goods. Unauthorized use of the property or facilities of the university will be considered to be a trespass to university property.
  2. The approval of a request for the use of university space may be subject to conditions and/or limitations. These may include, but are not limited to:
    - date, time and location of the event;
    - maximum number of attendees;
    - implementation of security measures;
    - liaison with Marketing and Communications.
  3. UFV reserves the right to refuse or cancel any booking where the requested booking conflicts with guidelines for room bookings or is in conflict with the university's mission and goals. If a booking falls under a reason for refusal or cancellation cited under this clause, the CFO or designate will make the decision, and will be consulted on the wording of the refusal.
  4. Use of university space is authorized and booked through several different offices (See Appendix A – Booking Offices). Each booking office manages requests for space using their own internal processes and policies, which are consistent with the goals and practices set out in this Policy.
  5. The booking office that manages the booking process for an event is responsible for ensuring that users are informed of their responsibilities under this and other related university policies and that, where applicable, all relevant information on indemnity and liability has been communicated and all appropriate agreements concluded.
  6. The booking office will be responsible for ensuring all charges for costs incurred as a result of booking space for an off-campus organization are paid promptly, and that the organization becomes liable for any charges left unpaid 30 days following invoice.
  7. Off-campus organizations will not be permitted to charge admission to any function or to collect monies from persons attending an event held in university space for which no rental fee is paid.
  8. The use of educational facilities by employees engaged in activities outside the scope of their employment constitutes use by an “external” user group and would be subject to the same conditions for rent of university facilities.
  9. Any group requiring catering must use the university’s food service provider.
  10. This policy must be read in conjunction with other university policies that impact on the use of University space.
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## PROCEDURES/GUIDELINES

### Internal Users Booking a Space

Booking of non-restricted university space by internal users must be done through the Office of the Registrar (OReg) room booking system - <https://roombookings.ufv.ca/Portal/>.

Internal bookings for events (not meetings) must have authorization at dean or equivalent administrator level.

Individual students need written authorization from a sponsoring UFV administrator (dean, director, vice-president, or department head) to book rooms.

Booking of non-restricted university space by student clubs or associations must be done through application to the VP, Student.

### External Users Booking a Space

1. External parties wishing to rent university space are to make application for the use of university facilities by completing the Application to Rent Facilities form available on line - <https://www.ufv.ca/conference/request/>
2. All general external room booking requests are reviewed by the Director, Facilities, or designate to ensure compliance with this policy and that:
  - the event does not conflict with the mission and goals of the university;
  - the event does not conflict with university business;
  - risks associated with the activity have been addressed;
  - appropriate approvals are in place.
3. Room bookings for specific university space (Envision Athletic Centre, Guest Accommodations, Gathering Place, Chilliwack Performance and Black Box Theatres) are reviewed by Booking Office staff to ensure compliance with this policy.

All those wishing to rent university space are to comply with the Rules and Conditions for Renters.

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## APPENDIX A – BOOKING OFFICES

### Booking Offices: Units responsible for booking university space

#### ***Conference Services***

All general requests for UfV space on all campuses from external parties.

**Contact:**

Tel: 604-854-4542

Email: [conferenceservices@ufv.ca](mailto:conferenceservices@ufv.ca)

Website: <https://www.ufv.ca/conference/>

#### ***Baker House Residence, Abbotsford Campus***

Guest accommodation services

**Contact:**

Tel: 604-557-4063

Email: [guesthousing@ufv.ca](mailto:guesthousing@ufv.ca)

Website: <http://www.ufv.ca/Residence/GuestGroupAccommodation.htm>

#### ***Envision Athletic Centre, Abbotsford Campus***

Gymnasiums and fitness facilities.

**Contact:**

Tel: 604-504-7441 x 5111

Website: [http://www.ufv.ca/Athletics/Athletic\\_Facilities/Facility\\_Booking\\_Request\\_Form.htm](http://www.ufv.ca/Athletics/Athletic_Facilities/Facility_Booking_Request_Form.htm)

#### ***Internal Room Bookings:***

<https://roombookings.ufv.ca/Portal/>. For off campus room bookings email [room.bookings@ufv.ca](mailto:room.bookings@ufv.ca).

#### ***UHouse, Abbotsford Campus***

<https://www.ufv.ca/StudentLife/RoomBooking.htm>

#### ***Dining and Catering Services***

<http://www.ufv.ca/Dining/Catering.htm>