

## Booking of University Space

**University Policy No:** BP3440  
**Classification:** Buildings and Properties  
**Approving Authority:** President  
**Effective Date:** September 2017  
**Supersedes:** New  
**Last Editorial Change:**  
**Mandated Review:** September 2024

### Associated Procedures:

[Procedures for Booking University Space](#)

[Procedures for External Users Booking Academic Department Facilities](#)

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### PURPOSE

- 1.00 The university recognizes the need to make effective use of its space in the delivery of core operations that include, but are not limited to, instruction, meetings, and events. The university also recognizes the interests of internal and external users to book and utilize such resources. The university is committed to providing opportunities for open public discourse and welcomes community engagement. As a result, from time to time, the university makes its space available to external users.

The purpose of this policy is to set out consistent principles and practices for the booking of University Space.

### DEFINITIONS

*For the purposes of this policy:*

- 2.00 **Users** comprise:
- 2.01 **UVic Academic/Administrative Users** – academic units and administrative units of the university, including all faculty members, staff, and students, who are acting in such capacity.
  - 2.02 **Student Societies** – the University of Victoria Students' Society, the University of Victoria Graduate Students' Society, and their sanctioned clubs.
  - 2.03 **Community Groups, Commercial Entities and Other Third Parties** – all persons or organizations other than those described in section 2.01 and 2.02 of this policy. They include such organizations as non-profits and charities and concert and festival organizers.
- 3.00 **Primary Purpose** means the regular designated use of a University Space as assigned by the university for its core operations, including but not limited to: regularly scheduled academic classes (lectures, labs, tutorials, seminars, exams), coursework and practica, study, research, meetings, office work, artistic activity, athletics and sports, etc.

- 4.00 **Secondary Purpose** means a short-term use of a University Space by an internal or external user for a purpose outside of the university's core operations.
- 5.00 **Responsible Administrator** means the individual(s) or Unit(s) to whom/which responsibility has been assigned for the management of a University Space and who has the authority to review requests for and approve the reservation of certain University Space, or segments thereof.
- 6.00 **Bookings Administrator** means a university employee to whom the day-to-day administration for booking a University Space has been delegated by the Responsible Administrator.
- 7.00 **Unit** means academic or administrative areas at the university, including but not limited to: faculties, departments, divisions, schools, libraries, offices, and centres.
- 8.00 **University Space** means all university owned or leased spaces, both indoor and outdoor, and includes the above airspace.

#### **SCOPE**

- 9.00 This policy applies to the booking of University Space, including the relationship between Primary and Secondary Purposes.
- 10.00 This policy does not apply to long-term leasing of University Space for research.
- 11.00 This policy does not apply to the booking of University Space that is managed by the University Club, Student Societies, or other separately incorporated organizations.
- 12.00 Academic freedom is a fundamental value of the university and this policy shall not be interpreted or applied to impose on open public discourse, freedom of expression, or on the academic freedom of any member of the university community. In exercising open public discourse, freedom of expression, and academic freedom, members of the university community must act in a responsible manner and respect the rights of other members of the university community when booking and using University Space.

#### **POLICY**

- 13.00 All University Space is under the control and management of the university.
- 14.00 University Space is to be used and managed for the benefit of the university's teaching and research purposes. To this end, the responsible authority (see [Appendix A](#)) reserves the right to use or reallocate space as required for university needs. While incidental, short-term use of University Space for Secondary Purposes is permitted, such use must be consistent with the university's mission and values, and must be done with appropriate oversight.
- 14.01 There may be situations where it is appropriate to book University Space for Secondary Purposes to support activities organized by Users named in section 2.03. For this purpose, it may be appropriate to generate revenue to recover costs.

- 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:
- (a) federal and provincial legislation (including the BC *Human Rights Code*), municipal bylaws, and university policies and procedures;
  - (b) the university's normal operations;
  - (c) the protection of the safety and security of people and spaces; and
  - (d) maintaining the integrity of the university's property.
- 19.00 Permission to utilize University Space does not imply the university's endorsement of the User's policies, views, beliefs, or activities.

#### Administration of Space Booking Resources

- 20.00 Responsible Administrators will refer to the [Procedures for Booking University Space](#) for guidance and develop or use specific resources (e.g., processes, sample agreements, tools, templates and forms, where they are available and applicable) to administer bookings of University Space over which they have authority. Such resources will adhere to set requirements and be based on an approved format. The booking processes and supporting documentation will be approved by the Unit's Vice-President or Associate Vice-President (or designate), who will be responsible for ensuring they are kept current thereafter.
- 20.01 Responsible Administrators will use standardized University Space booking agreements, as prepared by the General Counsel. With the General Counsel's approval, Responsible Administrators may make changes to the standard booking agreement if the circumstances of a booking require it.
- 20.02 Where Responsible Administrators are considering booking requests from an external User for specialized space and/or facilities based in an academic department, the Responsible Administrator will refer to the [Procedure for External Users Booking Academic Department Facilities](#).

#### Submission, Evaluation and Approval of Space Booking Requests

- 21.00 Requests to book University Space for a Secondary Purpose shall be submitted to the Responsible Administrator or designated Bookings Administrator.
- 22.00 The university, as represented by the appropriate Responsible Administrator or designated Bookings Administrator, will determine whether a University Space will be available for booking and is not bound by past practices or decisions.
- 22.01 The Responsible Administrator or Bookings Administrator will (1) inform Units of bookings that may have an impact on their day-to-day activities; and (2) consult with representatives from the following Units, and others as appropriate, to seek

their advice and guidance concerning booking requests involving actual or potential risk to the university:

- (a) Campus Security;
- (b) External Relations;
- (c) Facilities Management;
- (d) General Counsel;
- (e) University Systems;
- (f) Risk Management; and
- (g) Student Affairs.

23.00 The Responsible Administrator will evaluate the booking request and shall ensure that appropriate consultation occurs prior to approving a booking of a University Space that may:

- (a) require a risk assessment;
- (b) require additional insurance;
- (c) require the attendance of Campus Security or external security;
- (d) require significant additional resources; or
- (e) impact on the operations of another Unit or space.

24.00 The university may decline an application or cancel any booking of a University Space including but not limited to where:

- (a) the use or activity contravenes section 18.00 of this policy;
- (b) the use or activity is inconsistent with the designated specific purpose of the space;
- (c) the User:
  - i. has misrepresented their intentions for the use of the space;
  - ii. has previously misused university space or equipment;
  - iii. has previously not complied with a university policy or an agreement with the university;
  - iv. has amounts owing from a previous booking;
  - v. intends to provide a service or sell goods without proper licence or qualification;
  - vi. does not sign applicable university agreements;
  - vii. does not comply with any additional conditions or restrictions set out by the university;
  - viii. intends to offer an activity or program that conflicts or is in competition with existing programs of instruction offered at the university; or
  - ix. does not comply with required advertising or merchandising guidelines;
- (d) the university does not have the required resources to appropriately accommodate the booking request; or
- (e) unforeseen circumstances occur where the space must be repaired, or where the university must use the space for an alternate purpose, or where the university cannot accommodate the request.

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 university's responsibility for any injury caused during the event;
- (b) apply additional conditions or restrictions related to the booking outside of those set out in this or other university policies; and
- (c) require proof of general liability insurance policy prior to the approval of a booking.

#### **AUTHORITIES AND OFFICERS**

26.00 The following is a list of authorities and officers for this policy:

- a) Approving Authority: President
- b) Designated Executive Officer: President
- c) Procedural Authority: Vice-President Academic and Provost; Vice-President Finance and Operations
- d) Procedural Officers: Vice-President Academic and Provost; Vice-President Finance and Operations

#### **RELATED POLICIES AND DOCUMENTS**

[Appendix A – Directory of Responsible Authorities for Booking of University Space](#)

[Acceptable Use of Electronic Information Resources \(IM7200\)](#)

[Buildings and Grounds Usage \(BP3105\)](#)

[Discrimination and Harassment Policy \(GV0205\)](#)

[Environmental Health & Safety Policy \(SS9200\)](#)

[Liquor Policy \(AD2400\)](#)

[Policy on Student Residences \(BP3500\)](#)

[Resolution of Non-Academic Misconduct Allegations \(AC1300\)](#)

[Risk Management Policy \(GV0225\)](#)

[Sexualized Violence Prevention and Response Policy \(GV0245\)](#)

[University Signage \(BP3140\)](#)

## Appendix A – Directory of Responsible Authorities for Booking University Space

The following table lists the responsible authorities for booking University Space:

<b>On-Campus</b>	
<b>Spaces</b>	<b>Responsible Authority</b>
Air space	VPFO
Athletics facilities (stadiums, playing fields, etc.)	VPAC
CARSA	VPAC
Building lobbies	VPAC
Building lobbies not booked by the Office of the Registrar	VPFO
Cadboro Commons	VPAC
Classrooms, seminar rooms, meeting rooms	VPAC
Continuing Studies Building	VPAC
Finnerty Gardens	VPER
First Peoples House	VPAC
Forests (e.g. Mystic Vale, Cunningham Woods)	VPFO
GSS buildings (For information only – refer to GSS procedures)	GSS
Grounds and open spaces	
Students	VPAC
All other users	VPFO
Library spaces	VPAC
Multi-faith Chapel	VPAC
Parking lots	VPFO
Residences	VPAC
Roads	VPFO
Concrete apron and green space around the exterior of the Student Union Building	VPAC
Unit office(s), meeting rooms, seminar rooms	VPAC/VPFO
University Centre	VPAC
Farquhar Auditorium	VPER
Lobby	VPER

Senate & Board Chambers (A180)	VPAC
University Club (For information only – refer to University Club procedures)	University Club
UVSS buildings (For information only – refer to UVSS procedures)	UVSS
Walkways and trails	VPFO

### Off-Campus

Spaces	Responsible Authority
Legacy Art Gallery (for information only – refer to <a href="#">Legacy Art Gallery Rental Policy</a> )	VPER
Marine Technology Centre (for information only – refer to MTC procedures)	UVic Properties
Queenswood Property (for information only)	UVic Properties
Simpson Property	VPAC
Swans Hotel & Pub (for information only – refer to Swans procedures)	Heritage
Vancouver Island Technology Park (for information only – refer to VITP procedures)	UVic Properties

## Procedures for Booking University Space

**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:** New

**Last Editorial Change:**

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

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### Delegation

- 1.00 Responsible Administrators may delegate their authority over booking a University Space to one or more Bookings Administrator(s). Responsible Administrators remain ultimately accountable for any bookings in the University Space(s) that they are responsible for.

### Priority

- 2.00 A University Space's Primary Purpose will always have priority over Secondary Purpose bookings. Primary Purposes are assigned by the university for its core operations. Some University Spaces are not available for Secondary Purpose bookings: for instance, employee offices.
- 3.00 The following sections list the order of priority that applies to Primary Purpose and Secondary Purpose bookings. Not all University Spaces will be available for every purpose listed in these sections. Responsible Administrators are not obligated to make University Spaces available for all types of Secondary Purposes.
- 4.00 The following order of priority normally applies to Primary Purpose bookings. Responsible Administrators may use this list as a guide to develop a priority list for the University Spaces they are responsible for.
1. Convocation and other official university functions as required by the Board of Governors, Senate, Chancellor, or President
  2. Regularly scheduled academic uses, including but not limited to:
    - (a) credit classes (lectures, labs, seminars, tutorials, etc.);
    - (b) non-credit classes;
    - (c) exams;
    - (d) athletics;
    - (e) research; etc.
  3. Other academic or research uses
  4. Meetings and other office or administrative work



- 5.00 Secondary Purpose bookings will only be considered if they do not conflict with a Primary Purpose booking. If a University Space that is booked for a Secondary Purpose is subsequently needed for a Primary Purpose, then the university may cancel the Secondary Purpose booking.
- 6.00 The following order of priority normally applies to Secondary Purpose bookings. Responsible Administrators may use this list as a guide to develop a priority list for the University Spaces they are responsible for.
1. Convocation, official university orientation activities, and other official university functions as required by the Board of Governors, Senate, Chancellor, or President
  2. Academic requirements as scheduled by the Office of the Registrar
  3. Functions sponsored by the unit or department that houses the University Space
  4. Functions sponsored by any other unit or department, or functions officially designated by the university
  5. University faculty association and staff union activities, and university student-sponsored activities (including UVSS, GSS, and student group and club events)
  6. Activities sponsored by groups connected to the university (e.g. Alumni Association)
  7. Community, commercial, and other third party activities

#### Booking Procedures

- 7.00 Responsible Administrators will develop specific procedures for booking the University Spaces that they have authority over. Such procedures must comply with the Booking of University Space policy and these procedures, and will include (though are not limited to):
- (a) responsible individuals;
  - (b) planning deadlines;
  - (c) evaluation criteria in addition to the criteria contained in this procedure;
  - (d) booking cancellation procedures for Users and for the university;
  - (e) fee schedules, including any preferred rates for certain Users (e.g. students);
  - (f) regulations or restrictions that are particular to this University Space;
  - (g) usage priorities that are particular to this University Space;
  - (h) services available (e.g. catering, audio-visual); and
  - (i) any applicable reporting, notification, or approval requirements.

#### Booking Request Form

- 8.00 Responsible Administrators may designate a form for University Space booking requests, which prospective Users will submit to the Responsible Administrator in order to request a booking.
- 8.01 This form should collect the requester's contact information, the purpose of the booking, the subject matter of the booking, a list of speakers if applicable, a detailed description of the booking, and any other information desirable to the Responsible Administrator.

- 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 [Appendix A](#)), as well as a lease agreement between the university and the User.

#### Evaluating Secondary Purpose Booking Requests

- 10.00 The Responsible Administrator will evaluate booking requests according to criteria developed by the Responsible Administrator. Such criteria will include, but are not limited to, the following:
- (a) whether the proposed booking conflicts with the university's mission statement and/or policies;
  - (b) consideration of the factors listed in sections 18.00 and 24.00 of the Booking of University Space policy;
  - (c) consideration for the specific purpose of a University Space, and how this affects the booking (for example, only certain types of events are consistent with the specific purpose of the Multi-Faith Chapel or the First Peoples House);
  - (d) timelines tied to the Primary Purpose of the space;
  - (e) feedback from consultation with other units; and
  - (f) any commercial activity proposed by the User.
- 11.00 Responsible Administrators will consult as needed to evaluate a booking request – see section 22.01 of the Booking of University Space policy. First-time bookings may require more extensive consultation. Consultation is often not needed for routine bookings. At a minimum, appropriate consultation ensures that:
- (a) insurance is in place to adequately cover the booking;
  - (b) risk assessment and safety planning have been carried out, if appropriate;
  - (c) adequate security will be present;
  - (d) applicable licences and permits will be in place;
  - (e) other Units are notified as required, and any necessary approvals are obtained;
  - (f) any signage, advertising, and media will comply with university policies;
  - (g) technology and network support requirements and costs are taken into account;
  - (h) the booking adheres to applicable laws and standards (e.g. ethical, safety);
  - (i) any conflicting bookings are resolved; and
  - (j) the Secondary Purpose does not compete with a university course, program or activity.
- 11.01 Broad consultation on bookings that are large and/or complex, or that involve actual or potential risk to the university, is strongly encouraged. In order to facilitate consultation the Responsible Administrator may form an *ad hoc* committee (the committee) to consider the booking request. The committee may be formed at the time a booking request is being considered or when an existing booking is being considered for cancellation.

- 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.
- 11.03 The committee will review the booking request using the criteria and factors in sections 10.00 and 11.00 of these procedures, and any other factors they deem necessary.
- 11.04 The Responsible Administrator will decide whether to accept, decline, or cancel a booking, taking into consideration advice from the *ad hoc* committee and from other sources as appropriate.
- 11.05 Where the Responsible Administrator has formed an *ad hoc* committee to consult and receive advice, the Responsible Administrator will inform the committee members of the final decision.
- 12.00 When multiple Responsible Administrators have authority over a University Space, booking decisions will be made jointly unless the Responsible Administrators agree otherwise.
- 13.00 When the Responsible Administrator makes a decision to decline a booking request or cancel an existing booking, the Responsible Administrator will advise the User of their decision and reason for the decision in a timely fashion. As per section 24.02 of the Policy, the decision of the Responsible Administrator is final.
- 14.00 When the Responsible Administrator cancels a booking, any deposit that the User has paid will be refunded.

#### Accepting a Booking

- 15.00 Before accepting a University Space booking, Responsible Administrators will check for conflicting bookings, consulting the applicable centrally managed calendar(s) as appropriate.
- 16.00 Upon receiving a Secondary Purpose booking request, the Responsible Administrator will put a provisional hold on the requested booking times(s) while the booking request is being evaluated. Holds are subject to the same priority restrictions as final bookings (e.g. holds for Secondary Purposes may be cancelled to accommodate a Primary Purpose booking).
- 17.00 If the Responsible Administrator accepts a Primary Purpose booking, then the Responsible Administrator will notify the User and update the applicable records.

- 18.00 If the Responsible Administrator accepts a Secondary Purpose booking, then the Responsible Administrator may, if appropriate, provide a University Space booking agreement (approved by the General Counsel) for the User to sign.
- 19.00 Once required forms and agreements have been returned to the Responsible Administrator's satisfaction, any deposit or advance fee has been paid, and the User has satisfied any other requirements designated by the Responsible Administrator, the Responsible Administrator will finalize the booking and update the applicable records and calendars.
- 20.00 Billing for University Space bookings must be done through university invoicing processes, and will include applicable taxes.

## 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

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

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### **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 The purpose of this procedure is to guide the booking and use of Department-based Facilities by external Users.

## **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 [Booking of University Space policy](#).

5.00 The [Indirect Costs of Research policy](#) applies to indirect costs associated with the use of Department-based Facilities by external Users.

### Letter of Agreement

6.00 All arrangements for the use of Department-based Facilities by external Users will be covered by a Letter of Agreement. Departments are responsible for formulating and administering Letters of Agreement for their respective Facilities.

7.00 All Letters of Agreement will:

- (a) summarize the terms and conditions for the use of the Facilities;
- (b) state that such use will have lower priority than use required for the Department's teaching and research programs;
- (c) be signed by both a representative of the external User and by the Chair of the Department or Director of the School (or their delegate);
- (d) be approved by the Dean responsible for the Department; and
- (e) be copied to the Office of Research Services upon approval.

8.00 Model Letters of Agreements are available from the Office of Research Services.

### Academic or Support Staff

9.00 Agreements for the incidental use of Department-based Facilities will not provide for the services of academic or support staff except where required to ensure the proper operation and management of the Facilities. External Users are not normally permitted to use Facilities without some degree of supervision or control.

### Safety

10.00 Each proposed use of a Department-based Facility must conform with the safety and ethical standards established and monitored by appropriate university committees including, but not limited to, the Animal Care Committee and the Human Research Ethics Board. Where applicable, the appropriate committee will vet the proposed use.

### Use of Equipment and Supplies

11.00 Equipment and supplies purchased by the university are exempt from duty, if purchased outside of Canada, when used exclusively for teaching and/or research functions. The incidental use of university equipment by external Users is acceptable, provided it does not jeopardize the university's duty exemptions.

### Conflict of Interest

12.00 Departments will be required to take steps to recognize and address potential conflicts of interest. Full disclosure according to the [Conflict of Interest and Confidentiality Policy](#) is

required in all cases where university faculty or staff are associated with an external User wishing to use a Department's Facilities.

Commercial Availability

- 13.00 Departments are not normally permitted to enter into Letters of Agreement to use Facilities for regular, routine tests or functions that place the university in direct competition with private businesses elsewhere in British Columbia.

Annual Report

- 14.00 Each Department will submit an annual report to the responsible Dean that includes details on all active Facility bookings during the preceding year, the amount of revenue derived from each, and how the Department has used such revenues.