# POLICY ON THE TEMPORARY USE OF UNIVERSITY SPACE

**Effective Date:** May 29, 2013

**Originating Office:** Office of the Vice-President, Services and Sustainability

**Supersedes /Amends:** February 15, 2010

**Policy Number:** VPSS-24

## SCOPE

This policy applies to:

- all students and employees of the University
- all academic and administrative units
- all student groups including all student unions, associations and clubs recognized by the University in accordance with the *Policy on Student Associations and Groups* (PRVPA-10)
- any external individual or group who wishes to apply for or has been provided temporary use of University space.

Any provision of any University Policy, rule or regulation which is inconsistent with this Policy is superseded and replaced by the provisions of this Policy. Subject to any written, binding contractual arrangements to the contrary, the University shall not be bound by any ongoing or previous arrangement with respect to any items covered by this Policy.

## PURPOSE

The Purpose of this Policy is to provide for the consistent management of University space which conforms to the core mission of the University.

More specifically, the Policy is intended to ensure a responsible approach to the use of University space by the members of the University as well as external clients and to recognize the unique social needs of a campus community. In this context, the Policy establishes a framework to support and encourage freedom of speech and the exchange of ideas within an environment of academic freedom where the values of equality, non-discrimination and the celebration of diversity are appreciated and actively promoted. The Policy ensures the safety and security of all individuals while protecting the integrity of the University's core teaching, research and service functions.

The temporary use of University space is a privilege granted to members of the University and external clients on the condition that the use of the space does not:

- contravene any law, ordinance, rule and/or regulation of Canada, Quebec and the City of Montreal or
- pose an unacceptable or apprehended risk to people or property or
- create a climate of intimidation toward an individual or identifiable group or
- contravene any University policy, rule or regulation. Relevant University policies, rules and regulations include those specifically communicated to the User as well as all policies posted on the University's Official Policies website

DEFINITIONS

For the purposes of this Policy, the following definitions apply:

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

"Designated Space Administrators" means individuals who are authorized to reserve certain University space. They are responsible for ensuring compliance with the Authorized Reservation Process, this Policy and all University policies, procedures and guidelines regarding the reservation of temporary use of University space.

"Hospitality Concordia" means the University Office which acts as both a Designated Space Administrator for the bookings of certain spaces on campus and is responsible for providing conference and event planning services for certain University space.

**"**Internal Users" means students and employees of the University with a valid University ID card, all academic and administrative units and all recognized student groups who require access to and use of University space to conduct their University-related activities.

"Preferred Users" means alumni, retired university employees, non-profit organizations, external organizations hosting an event in collaboration with an Internal User and Internal Users who do not fall within the provisions of article 33 of this Policy.

**"**External Users" means persons, groups or organizations who are not members of the University and who wish to use University space.

"Co-hosted Events" means an event hosted by an Internal User in collaboration with an external organization.

POLICY

General Provisions

1. The Vice-President, Services and Sustainability shall have the overall responsibility for the oversight, implementation and administration of this Policy.

2. The Vice-President, Services and Sustainability shall be advised by a Temporary Use of Space Committee which he/she shall chair.

3. The Temporary Use of Space Committee shall:

   - periodically review existing policies and practices
   - identify specific problem areas and recommend remedial actions
   - recommend methods for enforcement of this Policy
   - recommend revisions to this Policy

   and shall be composed, at a minimum, of representatives from:

   - Hospitality Concordia
   - Office of the Dean of Students
   - Office of Advancement and Alumni Affairs
   - Environmental Health & Safety Department
   - Security Department
   - University Communications Services
   - Office of the General Counsel
   - Office of the Provost and Vice-President, Academic Affairs

4. To ensure a fair and transparent method for the management of the use of University space, an oversight management process has been implemented. All requests for the use of University space are subject to the Booking Terms and Conditions and submitted through the Authorized Reservation Process via electronic requests for space to the Designated Space Administrator. A complete list of Designated Space Administrators can be accessed through the Hospitality Concordia website. Requests for space will be subject to evaluation prior to approval. Any potential safety or security issues shall be brought to the attention of the Director of Security or his/her designate for review and evaluation prior to approving the request.

5. In addition, in all situations where any University space, including classrooms or other space not covered by the procedures set out in this Policy, is being used to host a high profile individual such as a senior government official, a representative of a foreign government or any individual who may be controversial, the organizer of the event shall ensure that the Director of Security or his/her designate is advised in advance of the event so that the event may be reviewed and evaluated for safety and security issues.

6. The use of University space, other than offices and laboratories, must be authorized in accordance with this Policy. Security personnel may refuse access or require individuals or groups to leave an area if no authorization has been given or if the University has reasonable grounds to consider that the use of the space, even if previously authorized:

   - is contravening any law, ordinance, rule and/or regulation of Canada, Quebec and the City of Montreal or
   - is posing an unacceptable risk to people or property or
   - is creating a climate of intimidation toward an individual or identifiable group or
   - is contravening or any University policy, rule or regulation. Relevant University policies, rules and regulations include those specifically communicated to the User as well as all policies posted on the University's Official Policies website

7. The University reserves the right to suspend future reservation privileges for individuals or groups who fail to comply with this Policy in any manner whatsoever.

As well, the University reserves the right to take whatever other action it deems appropriate in such cases.

8. The University reserves the right, at its sole discretion, to cancel, reschedule or relocate any reservation of University space. In such cases, all reasonable efforts will be made to find a suitable alternative, wherever possible. In such circumstances the University will not provide any reimbursement, refund or pay any form of damages to the affected groups or person.

Requests for the Temporary Use of University Space

General

9. All requests to book space and/or hold an event on University premises shall be accepted at the sole discretion of the University and are subject to the conditions, policies, laws, regulations and procedures that may apply.

10. Activities that promote teaching, research, service to the community and the University's alumni and supporters will receive priority consideration. All other requests will be considered on a "first-come-first-served" basis.

11. Requests for instructional purposes related to the Registrar's Class Schedule shall be directed to the Office of the Registrar.

12. All other requests for the temporary use of space shall be submitted through the Authorized Reservation Process via an electronic request form to the Designated Space Administrator.

13. Due to their particular nature, some spaces have been designated by the Vice-President, Services and Sustainability to be administered by other departments. The Vice-President, Services and Sustainability retains the right to overrule any decision made by a Designated Space Administrator when the best interests of the University so dictate.

14. Special considerations such as aesthetics and noise levels shall be taken into account prior to granting approval for events in public spaces so as to ensure that the University continues to provide an appropriate learning environment, especially during exam periods. Requests for the use of public space shall be made directly to Hospitality Concordia via an online request form. Usage of public spaces shall be limited.

15. Request for departmental conference rooms with a capacity of under 20 people, for departmental University-related purposes, shall be administered by the department in which the space is located. Such requests are not subject to a prior approval evaluation process, but such use must respect all applicable University policies.

Required Information, Confirmation, Delays, Cancellation, Transfer of Reservation

16. The individual or group submitting the request shall be responsible for providing complete and accurate information. Late submission of required information may result in a request being denied. The University reserves the right to suspend future reservation privileges for individuals or groups who fail to respect these conditions.

17. Requests shall be accepted on the basis of information provided by the User through the Authorized Reservation Process. Misrepresentation or omission of required information may result in delays in confirmation or the cancellation of the reservation without notice and without prejudice to any other rights the University may choose to exercise including the suspension of future reservation privileges.

18. When applicable, the Designated Space Administrator may determine a more suitable venue to hold the event, the whole based on the request needs and availabilities.

19. The delays set out below are minimum time delays for submission, but it is recommended that the User submit the request as early as possible prior to the event in order to ensure the availability of preferred space, to allow time for the evaluation process and to obtain approval. Some events require more time in order for appropriate assessment as well as for the coordination of the necessary logistics, safety planning, the procurement of required permits and advertising time.

20. All requests must be submitted at least ten (10) business days prior to the event date requested unless otherwise specified by the Designated Space Administrator.

21. In the case of requests involving either one or more of the following:

- large events
- the use of public space
- when a permit is required for the sale and/or service of food and/or alcohol.
- where media is expected
- external guest speakers and high-profile attendees
- an external event being hosted on campus

the request must be submitted at least twenty (20) business days prior to the event. Requests submitted with insufficient notice may be considered at the sole discretion of the Designated Space Administrator.

22. Notice of cancellation or changes to any reservation by the User shall be given in writing prior to the event. Failure to provide adequate notice of cancellation as determined by the Designated Space Administrator may result in the User being charged for the use of the space, a cancellation fee, any expenses incurred, and the suspension of future reservation privileges.

23. The University reserves the right to suspend future reservation privileges for individuals or groups who fail to pay any outstanding invoice or any amounts owing resulting from the use or cancellation of the space.

24. In order to reserve space, requesting students must be sponsored by a student group which is recognized by and in good standing with the Dean of Students as outlined in the *Policy on Student Associations and Groups* (PRVPA-10). Reservations by a recognized student group will only be considered if the event date falls within the then-current academic year.

25. Reserved space may only be used by the individual or group which reserved it. In the case of a booking made by a Recognized Student Group Booking Officer on behalf of a student, the onsite student is responsible for the event. It is prohibited to transfer a reservation to another individual or group without prior notice to, and written

authorization from the Designated Space Administrator. Failure to abide by this provision may result in the cancellation of the reservation by the University without notice and without prejudice to any other rights the University may choose to exercise including the suspension of future reservation privileges.

Availability of Space

26. Unless special arrangements have been made with the Security Department and the Designated Space Administrator, all University space, excluding Residence Halls, reserved for use by a User, shall be open for use no earlier than 7 a.m. and shall close no later than 11 p.m. The University reserves the right to charge the User for any extended hours and additional staff that may be required.

Co-Hosted Events

27. Internal Users hosting a co-hosted event shall notify the Designated Space Administrator at the time of the reservation. Such co-hosted events are entitled to the Preferred User room rental charge subject to the conditions set out in paragraph 34.

Specific Conditions Related to Requests from External Users

28. All External User requests shall be submitted by electronic request to the designated address. The University reserves the right to determine at its sole discretion which spaces shall be available to External Users and shall not be bound by its past practices or decisions. In order to qualify and confirm the reservation, the requesting individual or group shall have signed the University Lease Agreement and shall have made the appropriate deposit required by the Designated Space Administrator.

Special Academic Requests

29. Requests for space for teaching activities that are not part of the official University course offerings shall include a syllabus of the course in order to verify that the proposed use does not interfere with the University's academic offerings.

30. Any multiple reservation agreement with an external teaching group shall require prior written authorization from the Office of the Provost and Vice-President, Academic Affairs.

31. No request for the use of a classroom shall be processed until the Registrar's Class Schedule has been finalized. Requests for classrooms shall be placed on a waiting list until such time as the Academic Class Schedule is completed. Classroom space is reserved for the Registrar's Office during the Exam periods (April and December).

Rental Rates

32. The Designated Space Administrator will provide the User with the Room Rental Rates.

33. All reservations coordinated by the Registrar's Office for Instructional Purposes shall be provided at no cost.

Rental Rates for Internal Users

34. Internal Users shall be charged an "Internal Rate" provided the event meets the following criteria:

- the activity is for University-related purposes
- the activity is for regular University operations of the department
- the activity is for the regular Recognized Student Group campus life activities
- the organizer of the event is an Internal User, and the activity is co-hosted with external organizations for the following purposes: Academic and/or research-related conferences and activities and career recruitment activities organized by a recognized department or a recognized student group;

In all other cases, the Internal User shall be charged the "Preferred Rate".

35. The Internal User must provide a valid organizational fund code at the time of the reservation. It is the User's sole responsibility to employ the proper authorization and have sufficient funds.

36. Internal Users may not reserve a venue on behalf of an external group (for an event that is not co-hosted) unless the Internal User has a significant role and/or responsibility for the event such as funding and/or planning.

Rental Rates for Preferred Users

37. A "Preferred Rate" is applicable specifically to Internal Users when the planned event does not meet the criteria set out in article 34, or in the case of alumni, retired University employees, non-profit organizations and external organizations hosting an event in collaboration with an Internal User, in accordance with event criteria stated in article 34.

Rental Rates for External Users

38. All External Users shall be charged in accordance with the University Space Agreement and Conditions as determined by the Designated Space Administrators for each venue.

39. External groups must request space with the Designated Space Administrators and confirmation of such a booking occurs only following the signing of the University's Space Agreement.

Costs and Damages

40. In addition to any rental rates:

- All Users shall assume responsibility for all costs incurred by the University and occasioned by the event including, but not limited to, room rental, furniture set-up, cleaning, on-site coordination and management fee, copyright fees, insurance, transportation and audio-visual equipment rental;

- All Users shall be responsible for the payment of any damages which occur to any reserved space or any theft which the University attributes to the User, at its sole discretion. Any such amount owing shall be determined at the University's sole discretion.

Responsibilities of all Users

General

41. No use of University space shall:

- contravene any law, ordinance, rule and/or regulation of Canada, Quebec and the City of Montreal; or
- pose an unacceptable or apprehended risk to people or property: or
- create a climate of intimidation toward an individual or identifiable group; or
- contravene any University policy, rule or regulation. Relevant University policies, rules and regulations include those specifically communicated to the User as well as all policies posted on the University's Official Policies website

42. The University, at its sole discretion, may require that University Security personnel be in attendance at any event at the sole cost and expense of the User. The amount of such Security personnel will be determined by the University at its sole discretion.

43. In keeping with the University's mission, Internal Users are encouraged to invite speakers and organize events on campus in accordance with this Policy.

Transmission/Reproduction of an Event

44. Simultaneous transmission or any type of reproduction of an event is prohibited unless authorized in writing, in advance, by the owner of the rights being transmitted or reproduced.

Signs and Advertising

45. It is prohibited to advertise any event without the prior written Room Booking Confirmation from the Designated Space Administrator.

46. No User may place any sign, poster or banner on the interior or exterior of any building or on any lamppost, tree or other object not specifically designated for that purpose. Any postering shall be conducted in accordance with the University's *Policy*

*on the Display of Posters* (SG-1). Any expenses related to poster removal, maintenance or damage fees shall be the sole responsibility of the User. The University reserves the right to disclose to municipal authorities the identity of Users and/or their representatives where there is evidence of illegal postering.

47. Users shall ensure that advertising and promotional material relating to the use of University space for non-University events does not, in any way, state or imply that the University is connected with or endorses the event. Should the User wish to use the name of the University as part of the location address for the event, the advertising and promotional material must be authorized, in writing, by the Designated Space Administrator. Failure to abide by this provision may result in the cancellation of the reservation by the University without notice and without prejudice to any other rights the University may choose to exercise including the suspension of future reservation privileges.

Commercial / Fundraising Activity

48. The use of space for profit-making purposes or for which any money consideration of any nature is involved, including fundraising, shall take place in designated areas only and only following approval by the Vice-President, Services and Sustainability. In the case of fundraising activities on campus, the Designated Space Administrator may require the user to provide a letter from the organization. The Security Department shall determine whether the presence of Security personnel is required, and the cost of said personnel will be at the expense of the User. Events organized by the Department of Advancement and Alumni Affairs are excluded from the purview of this article 48 and article 49.

49. Any authorization granted pursuant to article 48 above shall not be construed as the University's endorsement or condoning of the particular event nor the individual or organization who may benefit from any funds raised.

Food and Alcohol

50. The presence of food and beverages in University space shall be governed by the relevant University policies including the *Policy on Food or Beverage Service on*

*University Space* (VPSS-7) and *Policy on the Sale and Service of Alcohol on University Premises* (VPSS-3). It is the User's responsibility to abide by the Policies, laws, regulations and procedures for food or alcohol-related events. The User must read and agree to the Food Waiver and Alcohol Waiver Terms and Conditions otherwise the request will be denied. The User is responsible for obtaining the applicable permits, paying the associated costs, ensuring that the permits are visible during the event, and adhering to the permit and waiver related procedures.

Health and Safety

51. It is the User's responsibility to adhere to safety regulations and room capacity limitations and to comply with University safety policies and procedures. All Users shall limit the sale of tickets to the venue's capacity as determined by the Designated Space Administrator. The University may terminate an event when safety procedures are not followed. Corridors, stairways and aisles must be kept free of obstructions. The department, organization or individual using the space is responsible for ensuring that all invitees comply with all Health and Safety regulations.

Waste Management

52. The User shall make use of the University's recycling infrastructure and services in compliance with all relevant University policies and practices. Users are encouraged to reduce their ecological footprint through reducing, reusing, composting and recycling waste.

Parking

53. All parking regulations are in effect and shall be enforced without exception 365 days a year.

Furniture and Equipment

54. Furniture and equipment in all University space are not to be removed from the building or moved from room to room. Arrangements for moving furniture and equipment must be made with sufficient notice to the Designated Space

Administrator. The layout of a room shall not be altered other than by designated University staff who have received manual handling training.

Miscellaneous

55. All Users and their representatives shall be courteous to all members of the University and members of the general public. No aggressive, provocative or forced solicitation shall be tolerated.

Force Majeure

56. The University is not responsible for disruption or non-performance of services or unavailability of University space due to circumstances beyond its reasonable control. In such circumstances the University will not provide any reimbursement, refund or pay any form of damages to the affected groups or person.

Specific Responsibilities of External Users

57. The University bears no responsibility for loss or damage to property brought into University space by an External User. Similarly, the University's insurance policies provide no coverage for such loss or damage which shall be the sole responsibility of the External User.

58. The University reserves the right to demand proof of adequate insurance coverage with respect to personal and property damage arising out of the use of the University space and indicating the University as co-insured. In some instances, additional insurance may be required and can be arranged through the University for Internal, Preferred and External Users, at the expense of the User. The amount of such coverage will be determined by and be subject to the approval of the University.

59. External Users shall be responsible for any damage to property or injury to persons caused by the use of University space by the External User or by its invitee(s).

60. External Users shall indemnify the University against any and all claims and demands, whether for injuries to persons, loss of life or damage to property occurring in

University space and occasioned by the use of University space by the External User or by its invitee(s).

Related Policies

*Policy on Student Associations and Groups* (PRVPA-10)

*Policy on the Sale and Service of Alcohol on University Premises* (VPSS-3)

*Policy on Food or Beverage Service on University Space* (VPSS-7)

*Policy on Campus Public Safety and Security* (VPSS-20)

*Policy on the Display of Posters* (SG-1)

*Policy concerning Minors on Campus* (VPSS-8)