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| Name: | Temporary Use of University Space |
| Policy Number: | 5-1009 |
| Origin: | Office of the Vice-President, Finance and Administration |
| Approved: | 2018-JUN-01 |
| Issuing Authority: | Vice-President, Finance and Administration |
| Responsibility: | Vice-President, Finance and Administration |
| Revision Date(s): | N/A |
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Scope:

This policy applies to:

- all students, staff and faculty
- all academic and administrative units
- all student groups including all student unions, associations, and clubs recognized by the University
- any external individual or group who wishes to apply for or has been provided temporary use of University space.

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 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, Nova Scotia, and the Halifax Regional Municipality or
- pose an unacceptable or unreasonable 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 regulation 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: any interior or exterior space or facility that is occupied, owned or leased by the University.

Designated Space Administrators: 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.

Conference Services: 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: students, staff, and faculty of the University, all academic and administrative units and all recognised student groups who require access to and use of University space to conduct their University related activities.

Preferred External Users: alumni, retired University employees, non-profit organizations, external organizations hosting an event in collaboration with an Internal User.

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

Policy:

General Provisions

1. The Vice-President, Finance & Administration shall have the overall responsibility for the oversight, implementation, and administration of this Policy.
2. The Vice-President, Finance & Administration shall be advised by the Temporary Use of Space Committee that she/he shall chair.
3. The Temporary Use of Space Committee shall:
 - Periodically review existing policies and practises
 - Identify specific problem areas and recommend remedial actions
 - Recommend methods for enforcement of this Policy
 - Recommend revisions for this Policy

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

- Vice- resident, Academic & Research
- Associate Vice President, External Affairs
- Senior Director, Student Services
- Senior Director, Facilities Management
- Director, Housing and Conference Services
- Manager, University Security

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 must be submitted to Conference Services. Requests for space will be subject to evaluation prior to approval. Any potential safety or security issues must be brought to the attention of the Manager, University Security or her/his 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 (Conference Services) of the event shall ensure the Manager, University Security or her/his 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, Nova Scotia and Halifax Regional Municipality
 - 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 any University policy, rule or regulation. Relevant University policies rules and regulation 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, whenever possible.

Procedures:

Requests for Temporary Use of University Space

General

9. All requests shall be accepted at the sole discretion of the University and shall be subject to such conditions as the University may impose.
10. Activities that promote teaching, research, service to the community and the University 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 Registrars' Class schedule shall be directed to Enrollment Services.

12. All other requests for the temporary use of space shall be submitted to Conference Services.
13. Due to their particular nature, some spaces have been designated by the Vice-President, Finance & Administration and the Vice-President, Academic & Research to be administered by other departments. The Vice-President, Finance & Administration retains the right to overrule any decision made by a Designated Space Administrator when the best interests of the University so dictate.

Required Information, Confirmation, Delays, Cancellations, Transfers of Reservation

14. The individual or group submitting the request shall be responsible for providing complete and accurate information. The University reserves the right to suspend future reservation privileges for individuals or groups who fail to respect these conditions.
15. Requests will be considered based on information provided to Conference Services. 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.
16. Where applicable, Conference Services may determine a better-suited venue based on the request needs and availabilities.
17. 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, and the procurement of required permits and advertising time.
18. All requests must be submitted at least ten (10) business days prior to the event date requested unless otherwise specified by Conference Services.
19. In the case of requests involving either one or more of the following:
 - large events
 - the use of public space
 - the use of amphitheatres
 - where alcohol is to be served or sold
 - where media is expected
 - high profile speakers
 - 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 will be deemed as Short Notice Application and may be granted at the sole discretion of Conference Services.

20. In order to reserve space, requesting students must be sponsored by a student group that is recognized by and in good standing with the SMUSA/Director of Student Services.
21. It is prohibited to transfer a reservation to another individual or group without prior notice to, and written authorization from, Conference Services or 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

22. 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, will be open for use no earlier than 7 a.m. and shall close no later than 11:00 p.m. The University reserves the right to charge the User for any extended hours and additional staff that may be required.

Sponsored Events

23. Internal Users hosting an event in collaboration with an external organization will notify Conference Services or the Designated Space Administrator at the time of the reservation.

Specific Conditions Related to Requests from External Users

24. All External User requests must be submitted to Conference Services address. The University reserves the right to determine at its sole discretion which spaces will be available to external Users and will not be bound by its past practices or decisions.

Special Academic Requests

25. Requests for space for teaching activities that are not part of the official University course offerings must include a syllabus of the course in order to verify that the proposed use does not interfere with the University's academic offerings and will be reviewed by the Office of the Registrar.

26. Any multiple reservation agreement with an external teaching group will require prior written authorization from the Office of the Registrar.

27. No request for the use of a classroom will be processed until the Registrar's Class Schedule has been finalized.

Rental Rates for External Users

28. A "Preferred external Rate" and A "Preferred External Plus Rate" are applicable specifically to alumni, retired University employees, non-profit organizations and external organizations hosting an event in collaboration with an Internal User.

29. All other external Users will be charged according to a Room Rental Schedule.

Responsibilities of all Users

General

30. No use of University space will:

- Contravene any law, ordinance, rule and /or regulation of Canada, Nova Scotia and the Halifax regional Municipality, or
- Pose an unacceptable or unreasonable 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.

31. The University, at its sole discretion, may require University Designated Security personnel be in attendance at any event at the sole cost and expense of the User. The University at its sole discretion will determine the amount of such Security personnel.
32. In keeping with the University's mission, Internal Users are encouraged to invite speakers and organize events on campus in accordance with its Policy.

Costs and Damages

33. In addition to any rental rates:
 - all Users will 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, coordination and on-site management fee, transportation and audio visual equipment rental, and
 - all Users will be responsible for the payment of any damages that occur to any reserved space or any theft which the University attributes to the User, at its sole discretion. Any such amount owing will be determined at the University's sole discretion.

Transmission/Reproduction of an Event

34. 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

35. It is prohibited to advertise any event without the prior written Room Booking Confirmation from Conference Services or the Designated Space Administrator.
36. 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 specially designated for that purpose. Any postering must be conducted in accordance with the University's Policy on Posters (3-5002). Any expenses related to poster removal, maintenance or damage fees will 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.
37. Users must 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 Conference Services or 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.

Public Spaces

38. Special considerations such as physical appearance and noise levels must be taken into account while planning events in public spaces to ensure that the University continues to provide an appropriate learning environment. Requests for the use of public space must be made directly to the Conference Services. Usage of public spaces shall be limited.

Commercial / Fundraising Activity

39. The use of space for profit-making purposes or for which any money consideration of any nature is involved, including fundraising, must take place in designated areas only. Prior authorization is at the discretion of the Designated Space Administrator or Conference Services. The Security Department will 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 External Affairs (Advancement, Alumni, Development) are excluded.
40. Any authorization granted according to article 39 above will not be construed as the University's endorsement or condoning of the particular event, nor the individual or organization who may benefit from any raised.

Health and Safety

41. It is the User's responsibility to adhere to safety regulation and room capacity limitations and to comply with University safety policies and procedures. Corridors, stairway 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

42. 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 and recycling waste.

Parking

43. All parking regulations are in effect and will be enforced without exception 365 days a year. Space booking shall not imply parking is provided or included as part of the booking. Guests are encouraged to use alternate means of transportation, park off campus, use pay & display parking and may, under some circumstances, apply to have access to general permit parking at the current daily rate. Under exceptional circumstances other rates or arrangements may be negotiated.

Furniture and Equipment

44. 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 or Conference Services. The layout of the room shall not be altered other than by designated University staff who have received manual handling training.

Miscellaneous

45. The presence of food and beverage in University space will be governed by the relevant University policies.
46. All Users and their representative shall be courteous to all members of the University and members of the public. No aggressive, provocative or forced solicitation will be tolerated.

Force Majeure

47. The University will not be responsible for disruption or non-performance of services or unavailability of University space due to circumstance beyond its reasonable control.

Specific Responsibilities of External Users

48. 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 will be the sole responsibility of the external User.

49. 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 both Internal 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.

50. External Users will 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).

51. External Users shall indemnify the University against any and all claims and demands, whether for injuries to persons, loss of life or for damages to property occurring in University space and occasioned by the use of University space by the External User or by its invitee(s).