

SUBJECT: USE OF NON-INSTRUCTIONAL SPACE FOR MEETINGS**1. Purpose**

The purpose of this policy is to insure the maximum utilization of available space.

1.1 Explanatory Note

The University of Northern British Columbia's primary role is that of an education institution and the purpose of this policy is not to restrict the booking of non-academic space but to ensure the maximum use of resources and to circumvent the possibility of conflicting bookings.

2. Scope

This policy document covers the booking of all space available outside of regular academic programs and services which are scheduled by the Office of the Registrar.

3. Authority

The Manager of Housing and Conference Services through the Vice-President (Business & Finance) is responsible for ensuring the correct implementation of this policy.

4. Definitions

NUGSS:	Northern Undergraduate Student Society
GSS:	Graduate Student Society
Internal User:	Any group that has a membership that is made up of primarily members of University faculty, staff or students
External User:	Individuals, partnerships or businesses set up for commercial or profit purposes.
Clubs:	Student groups that are affiliated with the NUGSS or GSS

5. Room Allocation Priorities

- a. Academic requirements as scheduled by the Office of the Registrar.
- b. University function- official meetings or functions of the Board of Governors or Senate as scheduled by the secretaries of these committees.
- c. Official University functions as required by the Chancellor or the President.
- d. Official University functions sponsored by a department.
- e. University functions sponsored by NUGSS or GSS. The number of functions in any one term may be limited.
- f. Non-University functions.

6. User Fees

University, NUGSS and GSS sponsored functions will be charged all costs directly related to the function.

All other functions will be charged all direct costs plus rental charges. Direct costs may include but are not limited to those involving security, set-up, cleaning costs and equipment.

A schedule of room and equipment rental charges, as approved by the Board of Governors, is available from the Housing and Conference Services.

7. University Sponsored Conference, Lecturers and Other Events

A proposal for the University to host and/or sponsor a conference, lecture or other event requires approval at the Dean/Director level. On occasion the University may be requested to host and/or sponsor events that require considerable involvement. In such circumstances, the appropriate Dean/Director should seek approval of the Vice-President (Business & Finance). A copy of the approved proposal will be forwarded to Housing and Conference Services to confirm the reservation of the appropriate University facilities.

8. Non-University Sponsored Conference and Events

Requests for the use of University facilities and services that are not University sponsored should be directed to the Manager of Housing and Conference Services.

9. Booking of Space by University Clubs

All booking of space by University clubs shall be done through the NUGSS or GSS.

10. Compliance to Existing Policies

All groups utilizing the University facilities must comply with established University policies (i.e., all food and beverage on campus must be purchased through an approved vender.