

SUBJECT: Use of University Space for Short-Term Non Academic Events**1. Purpose**

The purpose of this policy is to establish responsibility and priorities for allocation and use of university space for short term non academic purposes at the University of Northern British Columbia Prince George campus.

2. Scope

This policy covers the booking of all space at the UNBC Prince George campus outside of academic for credit classes which are scheduled by the Office of the Registrar; events, sports and other activities at the Northern Sports Centre (NSC); and events and activities at the Northern Undergraduate Student Centre (NUSC).

The University has the right and responsibility to manage the use of, and access to, its interior and exterior space, including all university lands. The University recognizes and respects the core values of academic freedom and the freedom of expression. To ensure that the University's activities, the safety and security of persons, facilities and lands, and the University's reputation are not compromised, conditions and/or limitations may be imposed on the use of University space.

This policy recognizes that a variety of user groups have an interest in using University Space from time to time on a short term basis. For the purpose of this policy, three user groups are identified and ranked below in terms of booking priority:

- i. Academic or Administrative Users;
- ii. Recognized Student Clubs and Societies; and
- iii. Commercial Users and Other Third Parties

Large university-wide events such as Convocation and Orientation will supersede most other reservations.

3. Authority/Responsibility

Conference & Event Services is responsible to the Vice-President Administration and Finance in managing the booking process. They are 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. Any event planned may be subject to approval by Facilities, Risk Management and/or the Office of the Vice-President Administration and Finance.

The use of University Space by off-campus organizations, commercial interest or by university departments or programs for non university related events may seek sponsorship through President's Executive Council. This request, with a budget detailing all event costs, must be submitted to Conference & Event Services at least four weeks in advance of the event date. Sponsorship does not guarantee approval or availability.

4. Definitions

University Space means all real property to which the University has right of possession, whether by way of ownership or by lease or otherwise. Real property owned by the University but leased out to a third party, such as the Northern Undergraduate Student Centre is not included within this definition of University Space.

Short Term, when used in reference to a period of access or use, means access or use for a period of one academic semester or less.

Academic or Administrative Users are academic units and administrative units of the University including all faculty members and staff who are 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:

- Official meetings of UNBC's Board of Governors, Senate, Faculties, Departments, Schools or Programs;
- Special events that are held for the exclusive use of University faculty, staff and/or students for which there is no cover, admission, donation or registration charge to the participants and which are of an intellectual, cultural and/or political nature contributing to, and forming part of, the concerns of the University. At least 50% of attendees at these special events will be University faculty, staff and/or students or a combination thereof;
 - o Events where there is a registration or admittance fee charged to attendees will be required to pay a room rental fee. Academic or Administrative Users may seek sponsorship through President's Executive Council. This request, with a budget detailing all event costs, must be submitted to Conference & Event Services. Sponsorship does not guarantee approval or availability.
- Continuing Studies non credit activities and non credit courses. All for credit activities and courses will be booked through the Registrar's Office.
- UNBC Alumni Association and CUPE for their regular business meetings and events.

Recognized Student Clubs and Societies are the Northern Undergraduate Student Society (NUGSS) and the Northern BC Graduate Students Society (NBCGSS), together with official clubs recognized by these societies.

Commercial Users and Other Third Parties are all persons or organizations other than Academic/Administrative users and Student Societies or Student Clubs who wish to use University Space. Examples of Commercial Users and Other Third Parties include:

- Concerts and festivals
- Weddings
- Federal and provincial government meetings and press announcements
- Government agencies (e.g. Northern Health, Ministry of Children and Families, etc.)
- Non profit societies and associations
- Private industry sector
- Societies incorporated under the Societies Act

5. Reservation Process

All requests for space are processed by Conference and Event Services.

- i. Academic or Administration Users will complete the on line booking request form found at www.unbc.ca/conference. The requests will include set up and furniture requirements.

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- a. Fees are not normally charged for academic and administrative use of University Space. However, fees may be applied for opening and/or closing services when the event occurs outside regular operating hours. Fees may also be applied for additional staff, resources or equipment.
 - i. Room rental fees will be applicable when the user group is charging a registration fee, admittance fee, donation or more than 50% of the attendees are not University faculty, staff, students or a combination thereof.
 - b. Users will be responsible for arranging their own a/v equipment and food services with that respective department.
 - c. Recurring meetings or events will not normally be booked more than 6 months in advance.
 - ii. Recognized Student Clubs and Societies will provide Conference and Event Services with a completed and signed "Table/Room Booking Form". These forms are available from the NUGSS Office. These forms will include set up and furniture requirements.
 - a. University Space will only be booked once it is determined that the Northern Undergraduate Student Centre is not available or adequate for the event.
 - b. Fees are not normally charged for recognized student clubs' or societies' use of University Space. However, fees may be applied for opening and/or closing services when the event occurs outside regular operating hours. Fees may also be applied for additional staff, resources or equipment.
 - i. Room rental fees will be applicable when the user group is charging a registration, admittance fee or donation or 50% of attendees are not University faculty, staff, students or a combination thereof.
 - c. Users will be responsible for arranging their own a/v equipment and food services with that respective department.
 - d. Events which involve large set ups, alcohol or extra-ordinary requirements or may impact the university community and facilities at large will require a completed and signed "Student Event Checklist". This form is available from Conference and Event Services or the Northern Undergraduate Student Society Office.
 - iii. Commercial Users and Other Third Parties will contact Conference and Event Services directly at 250-960-5520/6760 or email conference@unbc.ca.
 - a. Fees for space usage and all other services related to use of that space are applicable. Current rates can be found at www.unbc.ca/conference.
 - b. Conference Services will manage all aspects and fees associated with the event including a/v equipment, food services, security, janitorial, etc.

6. Terms and Conditions for Use of Facilities

The person named on the reservation confirmation is deemed to be in charge of the Group or Organization named and agrees to the terms and conditions as follows:

- i. Unless otherwise provided in writing the user agrees to use University Space for the purposes specified on the reservation confirmation and is limited to the information specified.
- ii. The user agrees to provide ample notice of cancellation in writing. Fees may be charged for set up or other services if a cancellation is not received in time.
 - a. For Commercial Users and Other Third Parties where notification of cancellation is received by the University more than 72 hours prior to the event, the University will refund any monies paid to reserve the space;
 - b. For Commercial Users and Other Third Parties where notification of cancellation is received by the University less than 72 hours before the event, the University is entitled to payment for the first day's charges;
 - i. The client will be responsible for any charges incurred to date (including, but not limited to, printing, mailing, telephone, etc.).

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- c. For all other users cancellation in writing is required 24 hours prior the event. If notification is received in less time and there has been a significant set up involved the department or group may be charged.
 - iii. The University has the right and sole discretion to change the rooms reserved and to provide alternate University facilities if necessary.
 - iv. The user agrees to adhere to all University regulations and policies.
 - v. The user agrees that the serving of all food, beverage and alcohol will be done through the approved exclusive food service contractor on campus. Outside food and beverage is not permitted on the premises without written consent and these requests shall be made in writing in advance of the booking date and submitted to the Office of the Vice-President Administration and Finance. This includes food and beverage intended to be sold or provided at tables.
 - vi. The user agrees to take reasonable precautions to maintain the security of University Space and to comply with all applicable requirements respecting safety. The University shall have the right, at any time, to terminate the event and require the space to be immediately vacated, if in the opinion of the University representative, there is danger to security or public safety.
 - vii. The user agrees to reimburse the cost of repairing damages to University Space or property caused either directly or indirectly by the permitted group to participate in the use of the space referred to in the reservation confirmation.
 - viii. Events sponsored by the University or which fall under a Recognized Student Club or Society or Academic /Administrative User will not be required to show liability insurance. All other events or user bookings must do so.

7. Booth and Table Space

The University will permit Academic or Administrative Users; Recognized Student Clubs and Societies; and Commercial Users and Other Third Parties to book designated table space in the Agora Hallway based on the following terms and conditions:

- i. All users are required to show a table permit. Permits are available at the time of booking.
- ii. Recognized student clubs will request table space directly from the Northern Undergraduate Student Society.
- iii. Preparation, selling or donation of food is not permitted without written consent. All requests should be made in writing in advance to the Office of the Vice-President Administration and Finance.
- iv. Commercial users and Other Third Parties will pay a rental fee and also show proof of liability insurance. These table bookings may be limited in duration or frequency at the discretion of Conference and Event Services.
- v. Tables and all items or information displayed at tables are not permitted to block access in any way to food outlets, offices, corridors, entrances or exits.
- vi. The rented table space is limited to an eight foot table and two chairs. Excess displays and materials are not permitted without prior approval. Availability of power is limited and extension cords are not provided. All cords must be properly secured to prevent any tripping hazard.
- vii. Music must be kept at a minimal level in order not to disrupt other table users, offices in the area and academic classes taking place.
- viii. Tables must be left in the same condition as when supplied. Use only masking tape when taping to tables. Posters or other information should be hung on rolling display boards which can be requested at the time of the booking request.
- ix. Operation is limited to a one metre perimeter of the assigned table. Approaching or soliciting individuals is prohibited.