

## Facility Booking Policy – External Use

Category:	Facility
Number:	FA2
Responsibility:	Office of the Registrar and Director of Ancillary Services
Approval:	Administration, March 2016
Amendments:	Every 5 years or as circumstances or legislation warrant

### PURPOSE

The purpose of this policy is to provide guidelines for the making of agreements for the use of University space by external organizations or individuals in cases where the proposed use is compatible with the mission and policies of the University and does not interfere with normal University requirements. It is intended that these guidelines permit a degree of flexibility for the manager of the space, while at the same time demanding that those involved in formalizing agreements exercise responsibility in order to protect the legal and other interests of the University.

### SCOPE

This policy is applicable to internal university community and external user groups who wish to use Algoma University facilities for activities not directly related to university business. This policy excludes use of Residence space or George Leach Centre.

### POLICY

A room booking request form will be completed and signed by the User agreeing to terms and procedures outlined by the university. The University may require additional terms and conditions that are relevant to the particular site, event, and to any services being provided.

**Space and facilities will be allocated according to the following order of priority:**

A. Academic activities and events, including classes, seminars, laboratories, tutorials, convocations, and Board and Senate activities.

B. Examinations and tests.

C. Meetings, guest lectures, and events related to academic activities.

D. Non-academic meetings and other functions sponsored by a university department or organization, related to the life of the university, and involving faculty, staff, or students.

E. Events and activities sponsored by the Algoma University Alumni Association, Algoma University Student Union and clubs.

F. Events and activities arranged through Conference Services.

G. Events and activities, such as conferences, meetings, conventions and seminars, sponsored by non-university organizations or individuals.

### **University's Right to Refuse or Cancel Bookings**

The University reserves the right to refuse or cancel any booking where the requested booking conflicts with the above mentioned priorities of this Policy or where, in the opinion of the University, the booking conflicts with the University's mission statement and/or policies, the function is not suitable for the requested space or facility, or the proposed activities may be unlawful, present a risk to public safety or persons using the space or facility, or be contrary to public policy. Such bookings will be cancelled, subject to the return of the client's deposit. Users should be asked to state the purpose of the rental, the subject matter of the event, and the list of speakers or asked to submit a written request for a booking including as much detailed information about the event as possible. If it appears that the event falls under the reasons for refusal or cancellation cited under this clause, the Director of Ancillary and Student Services should be consulted as to whether the event should be refused and on the wording of the refusal. Refusals or cancellations are final. Where the University cancels a booking, any deposit that has been paid shall be refunded.

## **PROCEDURES**

A room booking request form will be completed and signed by the User agreeing to terms and procedures outlined by the university. The University may require additional terms and conditions that are relevant to the particular site, event, and to any services being provided. Copies of the agreement will be forwarded to the Director of Ancillary and Student Services.

The Office of the Registrar will be responsible for basic agreements requiring nothing more than instruction/meeting space.

The Director of Ancillary and Student Services and conference services staff will be responsible for guiding external clients of large scaled events through the facility booking process. These events will require use of more than one service within the university. Additional university department will be consulted if required.

## **TERMS AND CONDITIONS**

### **University Trademarks**

The use of all University trademarks, trade names, logos, designs, symbols and service marks belonging to the University is forbidden unless a written authorization is obtained in advance by the Director of Ancillary and Student Services. The Director must inform the Communications Department of any Trademark use.

### **Signage, Posters and Advertising**

All signs, banners, posters and notices must be stamped and comply with the Poster and Banner policy. Non-University Users must not imply an association with the University except for the purpose of describing the location of the event.

### **Copyright and Trademarks**

The User is solely responsible for obtaining all licenses with regard to the use of copyrighted music, dramatic or other works in the rooms or facilities and the User shall immediately pay when due any and all royalties, fees and costs arising from the use of such works and from the use of any patented, trademarked, or franchised articles, devices, or processes in or on the rooms or facilities.

### **Additional Services**

Additional services are available to users of University space as follows and will be charged to the user at the rate in effect at the time of the booking of the event:

#### **Information Technology Services (IT)**

Algoma University can provide computer equipment, projectors, video/audio conferencing, photocopying and other technology to assist with the event. All Users are required to comply with the IT Acceptable Use Policy. Additional charges will be applied.

### **Catering**

Catering will be provided by the Algoma University Food Service providers – no catering arrangements are permitted from external suppliers unless agreed upon by the Food Service provider.

### **Cleanup**

Cleanup costs beyond normal custodial work are charged to the User.

### **Security**

The university reserves the right to secure additional security if the event warrants such and will be directly charged to user

### **Setup**

Rooms are typically set in a classroom or lecture style. Special set ups other than the traditional classroom/meeting layout will be charged to the user.

### **Indemnity**

The University may require the User to indemnify Algoma University, its representatives, employees and agents against any and all claims, demands, actions, suits and costs arising out of any act or omission of the User and its employees and agents; from any and all loss of or damage to the space or to any property of Algoma University contained in the space from any cause in any way connected with the use of the space by the User; reasonable wear and tear and damage by fire, explosion, lightning, or tempest only excepted.

For any event that involves a significant amount of risk for the University, the Vice President of Finance and Administration will be consulted as to whether or not an indemnification should be provided and in what amount. If in doubt as to whether to consult, err on the side of caution.

## **Liability**

All rental agreements must contain a statement to the effect that University space and facilities are used at the User's own risk. Algoma University is not responsible for damage to or loss of personal effects or equipment, nor injury to the User or any persons in attendance at any event organized by non-University Users. Any damage to equipment or property as a result of the User's event will be the sole responsibility of the User.

## **Alcohol**

Alcohol may only be served at designated licensed areas or in areas where a Special Occasion Permit has been secured. The sale of Alcohol must be provided by University staff under the university liquor license unless otherwise authorized by the Director of Ancillary and Student Services.

## **Merchandising**

User groups must have permission from the Director of Ancillary and Student Services to sell products or services related to event or activity. The University reserves the right to deny the sale of such items which conflict with university mission or values or in any way cause undue harm.

## **Parking**

All users will be required to pay for parking access. Individual tokens or passes can be purchase and billed directly to user groups. Please note parking gates are typically lifted on weekends.

## **Safety and Emergency Procedures**

All rental agreements shall contain wording to the effect that public safety is the responsibility of the User, who will comply with all University Policy ,applicable statutes, regulations and by-laws whether federal, provincial or municipal, including all fire regulations.

## **Smoking and Fire**

Smoking is not permitted in any University building. Smoking is only permitted in the Designated Smoking Areas listed in the Algoma University Smoking Policy. For ceremonial purposes smoking and the lighting of fires will be permitted with the permission of the Director of Physical Plant and in compliance of fire regulations.