



Use of University Premises for Non-Academic Purposes

1. Purpose

- 1.1. The purpose of this policy is to outline the terms and conditions for the use of University Premises for Non-Academic Purposes.
- 1.2. This policy is intended to ensure that University Premises are used efficiently and responsibly, in ways consistent with the University's values and priorities, and in a manner that does not interfere with the University's academic and research activities and its service functions.

2. Scope and Application

- 2.1. This policy applies to the use of University Premises for Non-Academic Purposes. It applies to University and non-University groups and individuals.
- 2.2. Any provision of any University policy, procedure or guideline that is inconsistent with this policy is superseded and replaced by the provisions herein. Subject to any written 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.
- 2.3. Certain University facilities are further regulated by specific booking regulations and conditions for use; these facilities include:
 - Art Gallery, Theatres, Recital Hall;
 - Ascent Climbing Centre, Max Bell Regional Aquatic Centre, Community Sports Stadium;
 - Fitness centre, indoor track, gyms, multipurpose fitness rooms;
 - Markin Hall Trading Room;
 - areas within the Students' Union Building that are independently managed by the University of Lethbridge Students' Union.

This policy is intended to supplement, and will not supersede, the specific booking regulations and conditions for use for those University facilities.

Approval Authority	Responsible Office	Effective Date	Date Last Revised
Board of Governors	Vice-President, Finance & Administration	October 13, 2016	Replaces: University Facilities - Use and Rental Policy, last revised March 25, 2010

3. **Definitions.** In this policy:

3.1. **Non-Academic Purpose** means a purpose other than:

- an established University academic purpose (such as teaching/instruction, credit or non-credit courses listed in the current University of Lethbridge academic calendars and related research activities); or
- established faculty and staff activities that are part of usual University business (such as University committee meetings, faculty and staff work and research activities).

Non-Academic Purposes includes:

- conferences, conventions, guest lectures/presentations and non-course related seminars;
- demonstrations/public gatherings of people on University Premises to express sentiment by explicit means (such as picketing, carrying signs, parading or shouting), usually in favour of or in opposition to some action or opinion.

3.2. **Prohibited Conduct** means any of the following:

- conduct prohibited by law;
- the use of force or violence, actual or threatened;
- conduct that threatens or interferes with the maintenance or operation of the University, including its academic programs, research activities and service functions;
- conduct that results in damage or defacement of University Premises;
- inciting, aiding, or encouraging others to engage in Prohibited Conduct.

3.3. **Student Group** means any of the following:

- the University of Lethbridge Graduate Students' Association (ULGSA);
- the University of Lethbridge Students' Union (ULSU);
- a ratified undergraduate student club as defined in the ULSU Club Handbook;
- a sport, recreation or academic student club, recognized as such by the University of Lethbridge.

3.4. **University Premises** means interior and exterior spaces, buildings and grounds located at the University's Lethbridge campus, and includes athletic and recreational fields owned, leased or operated by the University of Lethbridge.

4. **General Provisions**

4.1. The University has the right and responsibility to manage and control the use of and access to University Premises in order to:

- ensure a safe and secure environment;
- protect and maintain the property of the University; and
- protect the reputation of the University.

- 4.2. In exercising its rights and responsibilities noted in section 4.1 above, the University may from time to time designate the areas within its Premises that are made available for Non-Academic Purpose use under this policy.
- 4.3. As an institution of higher learning the University recognizes academic freedom and permits lawful assemblies and free speech, subject to the limits set out herein.
- 4.4. The use of University Premises with regard to religious, political, social or commercial groups, parties, organizations, bodies of opinions or interests must further comply with the University's [Impartiality and University Facility Utilization Policy](#).
- 4.5. University Premises may not be available for use during times that the University determines would conflict, or substantially interfere, with regularly scheduled classes or with the business operations of the University or the requirements of University departments/programs.
- 4.6. Use of University Premises for Non-Academic Purposes will not be approved if it will or is reasonably likely to be Prohibited Conduct.
- 4.7. Normally the priority ranking for the use of University Premises is categorized as:
- **First.** University Events – activities hosted or sponsored by the University that are central to its academic or research activities or its service functions.
 - **Second.** Internal Events –
 - (i) activities sponsored by University faculty and/or staff that are within their approved scope;
 - (ii) activities sponsored by Student Groups that are within their approved scope.

Approved scope for University faculty and/or staff means related to that person's function and/or employment duties. *Approved scope* for Student Groups means related to the Student Group's business/mission. Activities that are outside their approved scope are deemed to be External Events under this Policy.
 - **Third.** External Events –
 - (i) activities sponsored by non-University groups or individuals;
 - (ii) activities sponsored by University faculty and/or staff or by Student Groups outside their approved scope;
 - (iii) activities sponsored by University faculty and/or staff or by Student Groups that take place in conjunction (formally or informally, advertised or unadvertised) with non-University groups or individuals.

The University will make the determination as to whether an activity is an External Event under subsection (iii) by considering the nature/type of the activity and similar events, and extent of publicity.

- 4.8. External Events will be assessed rental fees and service and equipment charges, if any, for the use of University Premises under this policy. University and Internal Events may be assessed charges but not rental fees. Rental fees and service and equipment charges will be assessed at the time of scheduling. In addition, costs may also be payable as set out in section 6.12 herein.

5. Scheduling and Approval

- 5.1 The use of University Premises for Non-Academic Purposes is subject to both advance scheduling and any requisite prior approval(s) being obtained as set out herein.

Advance Scheduling:

- 5.2 All groups and individuals seeking to use University Premises for Non-Academic Purposes must complete and submit the scheduling request to Campus Space Booking Unit in writing at least 14 calendar days in advance of the proposed date for the activity.
- 5.3 Requests pertaining to External Events may require substantially more time for consideration and, as such, sponsors of External Events are advised to submit the scheduling request form to Campus Space Booking Unit as far in advance as possible.

Prior Approvals:

- 5.4 In addition to advance scheduling, the use of University Premises for Non-Academic Purposes may also be subject to the approval of other University departments (including Campus Safety, Facilities, Ancillary Services, or any other University department as appropriate) and the provision of a risk/hazard assessment.
- 5.5 A risk/hazard assessment pursuant to section 5.4 must be in a form satisfactory to the University and contain sufficient detail to enable the University to determine the conditions, if any, upon which approval for the activity will be granted.
- 5.6 The submission of a scheduling request to Campus Space Booking Unit does not mean that the request has been approved. No approval will be provided until the group or individual submitting the request has, to the reasonable satisfaction of the University:
- accepted any stipulated terms and conditions for use;
 - satisfied the requirements of any University departmental approvals, and the conditions (if any) arising from the risk/hazard assessment; and
 - for sponsors of External Events, accepted the terms and conditions specified by the University booking/rental contract.

Other Matters:

- 5.7 All scheduling requests for the ULSU and for undergraduate student ratified clubs shall be made by and be in the name of the ULSU.
- 5.8 All scheduling requests for the ULGSA and ULGSA committees shall be made by and be in the name of the ULGSA.
- 5.9 The duration, number or frequency of scheduling requests for each group or individual may be limited to ensure reasonable access for all seeking to use University Premises.
- 5.10 Groups or individuals that cancel less than 72 hours in advance of the activity may be subject to fees and charges, and limitations or restrictions on future use of University Premises.
- 5.11 The University recognizes that demonstrations/public gatherings may arise on campus. The University reserves its right to direct, limit or terminate these gatherings or activities if in the opinion of the University such gatherings or activities are unlawful.

6. Requirements for Use:

General:

- 6.1 The University is entitled to cancel future scheduling privileges of University and non-University groups and individuals who do not comply with this policy and/or with the terms and conditions of usage, or who do not provide full and accurate information in the scheduling request. Such non-compliance may also result in penalties under University policy, academic student calendar provisions, collective agreements/employment handbooks or manuals, and/or provincial and federal laws.
- 6.2 Use of University Premises for Non-Academic Purposes must, at all times, be in compliance with applicable municipal by-laws, provincial and federal laws, and University policies, procedures, rules and regulations.
- 6.3 Groups or individuals using or on University Premises shall not engage in Prohibited Conduct.
- 6.4 Approval to use University Premises under this policy does not include use of or access to adjacent areas.
- 6.5 Groups or individuals are responsible for exercising due care to ensure the safety of persons and property at the activity, and shall cooperate and comply with University efforts to ensure such safety.
- 6.6 The group or individual submitting the scheduling request is responsible for payment of any rental fees, service or equipment charges, and other costs applicable to the activity (such as those set out in section 6.12) as assessed by the University. The University will not schedule use of University Premises under this policy to groups or individuals that have outstanding payment balances to the University.

- 6.7 The group or individual in whose name the scheduling request is submitted is responsible for the conduct of persons on University Premises for the activity in question.

Food and Beverages:

- 6.8 All activities requiring food and/or beverage (alcoholic and non-alcoholic) services must comply with the University's [Provision of Food & Alcohol Services Policy](#). Activities involving food and/or beverage service where the University's food service provider or a distributor has exclusive rights must also comply with such exclusivity requirements.
- 6.9 Catering services through the University's list of approved caterers may be used where catered food service is permitted. Caterers must provide proof of insurance, satisfactory to the University, and a temporary alcohol license if serving alcohol.

Banners and Signage:

- 6.10 The use of banners or signage must comply with the University's [Signage & Advertising on University Premises Policy](#)

Security Personnel Presence:

- 6.11 The University may require the presence of University of Lethbridge security personnel as a condition of holding certain activities on campus. The decision to require the presence of University security personnel and the determination of the number of personnel will be made on a case-by-case basis solely by the University based on the University's judgment of the number of people likely to be in attendance, the type of activity, and the University's experience with similar activities by the same and/or different individuals or groups.
- 6.12 Costs for such University security personnel will be charged to the group or individual submitting the scheduling request, and are payable **in advance** of the activity as a condition of use. Failure to remit payment in advance will result in cancellation of the scheduling request and forfeiture of the use of University Premises.