

POLICY NUMBER	ADM 32-0
APPROVAL DATE	April 11, 2023
AUTHORITY	President's Council
PRIMARY CONTACT	Director, Risk Management

POLICY

1. Overview

The university recognizes the need to make effective use of its space in the delivery of core operations that include, but are not limited to, instruction, meetings, and events. The university also recognizes the interests of internal and external users to book and utilize such resources. The university is supportive of providing opportunities for open public discourse and welcomes community engagement. As a result, from time to time, the university makes its space available to external and internal users for purposes other than the university's core operations.

Academic freedom is a fundamental value of the university and this policy shall not be interpreted or applied to curtail the academic freedom of any member of the university community. In exercising academic freedom, members of the university community must act in a responsible manner and respect the rights of other members of the university community when booking and using University Space.

2. Scope

This policy applies to all University Spaces, as defined below, and to the booking of University Space for Secondary Purposes, also as defined below. It does not apply to long-term leasing of University Space or to the booking of University Space that is managed by the Student Society.

REGULATIONS

1. Definitions

i. **Users** include:

- a) **Academic/Research/Administrative Users:** academic units and administrative

units of the university, including all faculty members, staff, and students, who are acting in such capacity.

- b) **Student Society:** the TRU Student's Union (TRUSU) and its sanctioned clubs.
 - c) **Third Parties:** all persons or organizations other than those described in sections 1(i)(a) and 1(i)(b). They include community groups, commercial entities, non-profit organizations, and event organizers.
- ii. **Primary Purpose** means the regular designated use of a University Space as assigned by the university for its core operations, including but not limited to: regularly scheduled academic classes (lectures, labs, tutorials, seminars, exams, coursework, practica), research, study, meetings, office work, artistic activity, athletics and sports, etc.
 - iii. **Secondary Purpose** means a short-term use of a University Space by a User for a purpose outside of the university's core operations.
 - iv. **Responsible Administrator** means the individual(s) or Unit(s) to whom/which responsibility has been assigned for the management of a University Space and who has the authority to review requests for and approve the booking of certain University Space, or segments thereof.
 - v. **Bookings Administrator** means the university employee(s) to whom the day-to-day administration for booking a University Space has been delegated by the Responsible Administrator.
 - vi. **Unit** means academic or administrative areas at the university, including but not limited to: faculties, departments, divisions, schools, libraries, offices, centres, and institutes.
 - vii. **University Space** means all university owned or leased spaces, both indoor and outdoor, and includes the above airspace.
2. Responsibility for the management and booking of each University Space, including any booking for a Secondary Purpose, is assigned to a designated Responsible Administrator who may delegate the day-to-day administration for booking the University Space to a Bookings Administrator.
 3. University Space is to be used and managed for the benefit of the university's core operations, including for teaching and research purposes. To this end, the Responsible Administrator reserves the right to use or reallocate any University Space as required for university needs and agreements for the use of University Space will reflect that right to reallocate.
 4. The Primary Purpose of University Space will always be given priority when considering any booking requests.
 5. While incidental, short-term use of University Space for Secondary Purposes is permitted, such use must be consistent with the university's mission and values, and must be done with appropriate oversight. Accordingly, any use of University Space for a Secondary Purpose must be approved in accordance with this policy.
 6. There may be situations where it is appropriate to approve the booking of University Space for

Secondary Purposes to support activities organized by Third Parties.

7. The university may charge fees in connection with the use of University Space for Secondary Purposes. Any fees charged in respect of a booking of University Space for a Secondary Purpose including fees for added security shall be at the sole discretion of the Responsible Administrator and otherwise in accordance with this policy.
8. Secondary Purposes shall be in accordance with and compatible with:
 - i. applicable federal and provincial legislation (including the BC Human Rights Code), municipal bylaws, and university policies and procedures;
 - ii. the university's normal operations;
 - iii. the protection of the safety and security of people and spaces; and
 - iv. maintaining the integrity of the university's property.
9. If a User receives approval to utilize University Space for a Secondary Purpose in accordance with this policy, this approval does not imply the university's endorsement of the User's policies, views, beliefs, or activities.
10. Responsible Administrators will develop or use specific resources (e.g., processes, sample agreements, tools, templates and forms, where they are available and applicable) to administer bookings of University Space over which they have authority. The booking processes and supporting documentation will be approved by the AVP, Campus Infrastructure, Sustainability and Ancillary Services (or designate), who will be responsible for ensuring they are kept current thereafter.
11. Requests to book University Space for a Secondary Purpose shall be submitted to the Responsible Administrator or designated Bookings Administrator.
12. The university, as represented by the appropriate Responsible Administrator or designated Bookings Administrator, will determine whether a University Space will be available for booking for a Secondary Purpose and is not bound by past practices or decisions.
13. The Responsible Administrator or Bookings Administrator will (1) inform Units of bookings that may have an impact on their day-to-day activities; and (2) consult with representatives from the following Units, and others as appropriate, to seek their advice and guidance concerning booking requests involving actual or potential risk to the university:
 - i. MarComm;
 - ii. Office of Indigenous Education;
 - iii. Ancillary Services; IT Services;
 - iv. Risk Management; and
 - v. Student Affairs.

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14. The Responsible Administrator will evaluate all booking requests and shall ensure that appropriate consultation occurs prior to approving a booking of a University Space that may:
- i. require a risk assessment;
 - ii. require additional insurance;
 - iii. require the attendance of Campus Security or external security;
 - iv. require significant additional resources; or
 - v. impact on the operations of another Unit or space.
15. **The Responsible Administrator may decline a booking request or, subject to the terms of any agreement entered into between the university and the User respecting the use of University Space, cancel, without compensation to the User, any booking of a University Space** for any reason including, but not limited to, where:
- i. the use or activity contravenes section 8 of this policy;
 - ii. the use or activity is inconsistent with the Primary Purpose of the University Space;
 - iii. the User:
 - a) has misrepresented their intentions for the use of the University Space;
 - b) has previously misused University Space or other property owned or controlled by the university, including equipment;
 - c) has previously not complied with a university policy or an agreement with the university;
 - d) has amounts owing from a previous booking of University Space;
 - e) intends to provide a service or sell goods without proper licence or qualification;
 - f) does not sign applicable university agreements respecting use of the University Space;
 - g) does not comply with any additional conditions or restrictions set out by the university;
 - h) intends to offer an activity or program that conflicts or is in competition with existing programs of instruction offered at the university; or
 - iv. the university does not have the required resources to appropriately accommodate the booking request; or
 - v. unforeseen circumstances occur where the space must be repaired, or where the university must use the University Space for an alternate purpose, or where the university cannot accommodate the request for any reason whatsoever.

16. Depending on the nature of a booking request and any associated risks or safety concerns involved, before approving a booking, the Responsible Administrator may:
 - i. require the User to sign a space booking agreement, including a requirement to pay required fees well in advance of the event, and a waiver of the university's responsibility for any injury caused during the event;
 - ii. apply additional conditions or restrictions or charge fees related to the booking outside of those set out in this or other university policies; and
 - iii. require proof of general liability insurance policy prior to the approval of a booking.
17. Where a confirmed booking requires relocation or is cancelled under section 15 (iv) or (v), reasonable effort will be made by the Responsible Administrator to find a suitable alternative date or space, as appropriate. In such cases, as much notice as possible will be provided to the User.
18. A decision by the university, as represented by the appropriate Responsible Administrator or designated Bookings Administrator, to decline or cancel a booking of University Space is final.
19. A User must make any requests for changes or cancellations of a University Space booking in writing to the Booking Authority.

RELATED POLICIES AND DOCUMENTS

Alcohol, Cannabis, and Tobacco, ADM 5-3

https://www.tru.ca/_shared/assets/adm05-35601.pdf

Animals/Pets on Campus, ADM 28-0

https://www.tru.ca/_shared/assets/adm-28-0-animals-pets-on-campus44005.pdf

Biosafety and Biosecurity, ADM 25-0

https://www.tru.ca/_shared/assets/Policy_ADM_25-0_Biosafety_and_Biosecurity40206.pdf

Class Scheduling, BRD 14-1

https://www.tru.ca/_shared/assets/class_scheduling25606.pdf

Conflict of Interest, ADM 4-2

https://www.tru.ca/_shared/assets/ConflictofInterest5581.pdf

Emergency Management, ADM 23-0
https://www.tru.ca/_shared/assets/ADM_23-0_Emergency_Management37736.pdf

Environmental Policy, BRD 23-0
https://www.tru.ca/_shared/assets/brd23-026128.pdf

Firearms and Dangerous Objects, ADM 30-0
https://www.tru.ca/_shared/assets/Policy_ADM_30-0_Firearms46963.pdf

Health and Safety, ADM 5-0
https://www.tru.ca/_shared/assets/Health_and_Safety5587.pdf

Minors on Campus
https://www.tru.ca/_shared/assets/ADM_26-0_Minors_on_Campus41552.pdf

Safety and Security Cameras, ADM 31-0
https://www.tru.ca/_shared/assets/Policy_ADM_31-0_Safety_and_Security_Cameras46964.pdf

Room, Venue and Table Bookings
<https://www.tru.ca/about/campuses/roombookings.html>