

RESPONSIBLE USE OF UNIVERSITY SPACE



**THOMPSON
RIVERS
UNIVERSITY**

805 TRU Way
Kamloops, BC V2C 0C8
tru.ca

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AUTHORITY	Board of Governors
CATEGORY	Board
PRIMARY CONTACT	AVP, Campus Infrastructure, Sustainability and Ancillary Services (AVP CISAS); Director, Risk Management
ADMINISTRATIVE CONTACT	(TBD)

POLICY

1. Overview

This policy addresses the overall management of University Space. This has two aspects:

- (A) Managing the University's own use of space; and
- (B) Managing Third Party requests to book University Space.

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.

Managing the University's Use of Space

The University recognizes the need to safely make effective use of its space in accordance with the University's mandate and mission. The primary use of the University's Space is to facilitate learning, teaching, and research, as well as the services and operations that support those activities. Therefore, space decisions are guided by the best use of resources to fulfil TRU's mandate, mission and change goals and to ensure alignment with our values while ensuring safety on University Space.

As new programs, initiatives, and research opportunities present themselves, demands for physical space across our campuses have increased significantly and these pressures are expected to continue. This drives a continuous state of change as we respond to emerging priorities and new opportunities in the management of the University's use of its space.

Managing Requests to Book University Space for a Secondary Purpose

The University also recognizes the interests of internal and external users to book and utilize University Space. The University supports opportunities for open public

discourse and welcomes community engagement subject to maintaining safety on University Space. As a result, from time to time, the University makes its space available to internal and external users for purposes other than the University's core operations.

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.

This policy does not apply to the booking of University Space that is managed by the Student Society.

REGULATIONS

Definitions

- i. **Allocation/Reallocation** means the assignment of University Space by the AVP Campus Infrastructure, Sustainability and Ancillary Services ("AVP Infrastructure"), jointly with members of the executive, to a Responsible Administrator.
- ii. **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.
- iii. **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, work-integrated learning), research, study, meetings, workshops, office work, artistic activity, athletics and sports, etc.
- iv. **Responsible Administrator** means the head of Unit to whom responsibility has been assigned for the management of an Allocated University Space and who has the authority to review requests for and approve the booking of certain University Space, or segments thereof.
- v. **Responsible Authority**
(A) with respect to managing the University's use of space, it is the AVP Campus Infrastructure, Sustainability and Ancillary Services, who has oversight, on behalf of the University, for the day to day management of all University Space;

(B) with respect to booking for a Secondary Purpose, it is the Director, Risk Management.
- vi. **Secondary Purpose** means a short-term use of a University Space by a User for a purpose outside of the University's core operations.
- vii. **Space Audit** is a periodic review (typically an annual review) of all University Space that includes but is not limited to data collection to determine the level of use and condition of University Space.

- viii. **Unit** means academic or administrative areas at the University, including but not limited to: faculties, departments, divisions, schools, libraries, offices, centres, and institutes.
- ix. **University Space** means all spaces, both indoor and outdoor, owned, leased, or otherwise occupied by the University and includes the above airspace.
- x. **Users** include:
 - a) **Academic/Research/Administrative Users:** members of academic units and administrative units of the University, including all faculty members, staff, and students.
 - b) **Third Parties:** all persons or organizations other than those described in section 1(x)(a). They include the student society (TRUSU), community groups, commercial entities, non-profit organizations, and event organizers.

Allocation of University Space

- 2. The AVP, Infrastructure, jointly with the written approval of all members of the Executive, is responsible for making all initial Allocations of new space to a Responsible Administrator. Allocations are to be reviewed periodically by the University and either confirmed or adjusted by Reallocation of certain University Space. Any Reallocation must be approved in writing by the President or Vice-Presidents who are the heads of the Units from which the space is being taken and to which the space is being Allocated.
- 3. University Space may be Reallocated per the above as required for University needs. Reallocations may be based on need, density, or changing University priorities. Agreements with Third Parties for the use of University Space will reflect the right of the University to Reallocate University Space.

Management of the University's Use of Space

- 4. Responsibility for the day to day management of University Space is assigned by the Responsible Authority to a designated Responsible Administrator.
- 5. University Space is to be used and managed to support the University's Primary Purposes, including for teaching and research purposes and will take precedence over all other uses.
- 6. All University Space is subject to Space Audits to determine vacancies and opportunities for improvements or upgrades for the use of University Space.
- 7. All TRU employees have a responsibility to use space in a collaborative manner that facilitates inclusivity, equity, Indigenization, and diversity, and which aligns with our institutional values and supports TRU's mandate and mission.
- 8. In the event that a faculty or department requires a space not already Allocated to that department for a Primary Purpose, the Dean or Director must either make a request for the temporary booking for this space to the Responsible Administrator or must make a request for the Reallocation of such space in writing, with reasons, to the Responsible Authority.

Request to Book University Space for Secondary Purpose

9. The Primary Purpose of University Space will always be given priority when considering any User booking requests.
10. 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 by the Responsible Authority in accordance with this policy. No overnight use of University Space is permitted.
11. 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 Authority and otherwise in accordance with this policy.
12. Secondary Purposes shall be in accordance with and compatible with:
 - i. applicable federal and provincial legislation (including the *BC Human Rights Code and Workers Compensation Act and Regulations*), 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.
13. 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.
14. 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 Responsible Administrators have authority. The booking processes and supporting documentation will be approved by the AVP, Campus Infrastructure, Sustainability and Ancillary Services (or designate) and the Director, Risk Management, who will be responsible for ensuring they are kept current thereafter.
15. Requests by Users to book University Space for a Secondary Purpose shall be submitted to the Responsible Administrator or designated Bookings Administrator and forwarded to the Responsible Authority for consideration.
16. The University, as represented by the appropriate Responsible Authority, will determine whether a University Space will be available for booking for a Secondary Purpose and is not bound by past practices or decisions.
17. The Responsible Authority 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;
 - iv. IT Services;
 - v. Risk Management; and
 - vi. Student Affairs.
18. The Responsible Authority will evaluate all User 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.
19. **The Responsible Authority 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 any booking of a University Space** for any reason including, but not limited to, where:
- i. the use or activity contravenes section 11 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 license 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.
20. Depending on the nature of a booking request and any associated risks or safety concerns involved, before approving a booking, the Responsible Authority 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.
21. Where a confirmed booking requires relocation or is cancelled under section 18 (iv) or (v), reasonable effort will be made by the Responsible Authority to find a suitable alternative date or space, as appropriate. In such cases, as much notice as possible will be provided to the User.
22. A decision by the University, as represented by the Responsible Authority, to decline or cancel a booking of University Space is final.
23. A User must make any requests for changes or cancellations of a University Space booking in writing to the Booking Administrator or Responsible Administrator.

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>

Space Planning Portal

[Space Planning Portal \(sharepoint.com\)](#)