

MEMORANDUM

DATE: November 14, 2025

FROM: Niall O'Halloran, Manager, Policy & Privacy

CC: Brad MacIsaac, Vice-President, Administration
Jennifer Macinnis, General Counsel

SUBJECT: Online Consultation Opportunity: Proposed Amendments to the
Booking and Use of Space Policy and Procedures

In accordance with the Policy Framework, we are seeking written comments from the community on the draft amendments to the Booking and Use of Space Policy and Procedure (attached) on behalf of the Policy Owner, the Vice-President, Administration.

BACKGROUND:

The University has a responsibility to ensure a safe campus that is conducive to teaching, learning and research. In furtherance of the University's goal to create a sticky campus, the University is willing to provide space for groups to undertake extracurricular events. The Booking and Temporary Use of University Space Policy sets out a process for groups to access university space for events, ensures that events can be held safely and without disruption to the University.

Last year, the University undertook to revise the Policy, to clarify expectations.

After significant comments, the previous draft has been revised in light of concerns raised. The current draft policy and procedure clarifies the booking process and keeps safety and risk management at the forefront but places more onus on event organizers to review their event and take responsibility to ensure that appropriate risk mitigation is in place. The University has begun and will continue to support event organizers through the publication of Event Risk Bulletins to identify potential risks, and appropriate mitigation strategies. The University will also provide training for Booking Coordinators and event organizers.

POLICY HIGHLIGHTS:

The revised Space policy has been reorganized and rephrased for greater clarity and to enhance consistency with related policies. Amendments have also been made to better reflect current practice, and the University's long-standing expectations of users and visitors.

Specific substantive amendments to the policy are as follows:

- Section 13 lists activities that require pre-approval by Risk Management. Events involving these activities are likely to require risk mitigation strategies.
- Section 15 confirms that users and visitors are subject to university policies and any applicable laws.
- Section 16 confirms that any ancillary costs incurred by an event (food service, waste management, maintenance, security, etc.) will be passed on to the User. This is consistent with current practice.

Responding to concerns that it is difficult to follow the process key changes in the Procedure include:

- Student Groups must book space for events through the OTSU. Student-organized events are now explicitly subject to the same risk assessment process as university-hosted events.
- The definition of “event” has been updated to respond to concerns that the broad definition was creating challenges in interpreting the procedure and may stifle the use of space.
- The applicant is responsible for risk assessment and completes a checklist to identify any risk flags.
- Booking coordinators will do an initial review of the checklist and send requirements back to applicant if needed. If certain flags indicate medium risk or above, Booking Coordinator will notify the Office of Risk Management (ORM).
- ORM gets all forms and receives for file and insurance purposes. ORM will support a risk assessment of all medium risk or above and will spot check low risk events.
- We advise people to book space well in advance and give at least 15 business days. The procedure also describes events that may need more risk assessment. Those events will require ORM review and must be submitted 25 business days in advance.
- SLT or delegate can waive timeline requirements in exceptional circumstances.

CONSULTATION:

The amendments were drafted in collaboration between the Vice-President Administration, Risk Management, the Office of Campus Safety, the Deputy Provost and the Office of the Deputy Provost and the General Counsel. The Policy was reviewed by Policy Advisory Committee. The amendments were provided to the Ontario Tech Student Union for comment, and we have updated the Procedures to address their concerns. We have used comments from the OTSU to close identified gaps, clarify timelines, clarify what qualifies as an event needing risk assessment, and how/where requests for space should be submitted

Below, we summarize major comments received in consultation on prior drafts in 2024, as well as changes that have been made to address them in the current drafts:

Below, we summarize major comments received in consultation on prior drafts in 2024, as well as changes that have been made to address them in the current drafts:

Comment: Specific restrictions in the policy, as well as the broad definition of event, may stifle students' right to free protest.

Response: The Policy has been further amended in an attempt to strike the correct balance between free expression and the University's right to control access to its campuses, and to control the use of its space and facilities. Specific restrictions have been removed, leaving general restrictions against damaging university property, impeding access to any part of university property, and overnight activities without prior approvals. These restrictions are consistent with the need for extra resources when undertaking these activities, such as overnight staffing, building repairs and/or notice under the AODA or plans for fire safety if entrances and exits are blocked.

Comment: The Policy states that individuals may be "referred for discipline" under the policy, without an investigation being conducted.

Response: We have corrected the language to reflect that individuals may be referred for investigation under the applicable policy.

Comment: The broad definition of event means that the Policy places potential restrictions on ordinary meetings in the course of university business. This includes small meetings between faculty members and external organizations, staff meetings, meetings of study groups, meetings between bargaining unit members, and/or lunch meetings between friends.

Response: The definition of "Event" in the Procedures has been changed significantly to explicitly exclude ordinary meetings and activities:

"Event" means any short-term organized gathering, meeting, display, activity, or form of public address that occurs outside of the University's primary scheduled academic and operational activities. Primary activities include, but are not limited to, classes, lectures, labs, tutorials, seminars, examinations, coursework, research, study, administrative or academic meetings, and office work. Events may include, but are not limited to, conferences, performances, non-credit lectures or public addresses, displays, banquets, film screenings, and activities open to the public.

COMPLIANCE WITH POLICY/LEGISLATION:

- N/A

NEXT STEPS:

- Written comments can be sent to policy@ontariotechu.ca until November 28.

SUPPORTING MATERIALS:

- Booking and Temporary Use of University Space Policy Amendment (draft – clean)
- Booking and Use of University Space for Events Procedure Amendment (draft – clean)
- Booking and Temporary Use of University Space Policy Amendment (tracked changes)
- Booking and Use of University Space for Events Procedure Amendment (tracked changes)
- Booking and Use of University Space [Policy](#) (current version - link)
- Booking and Use of University Space [Procedures](#) (current version - link)
- Booking and Use of University Space [Directives](#) (current version - link)
- University-Hosted Event Risk Management and Approval Directive [Directives](#) (current version - link)

Classification	ADM 1304
Framework Category	Administrative
Approving Authority	President
Policy Owner	Vice-President, Administration
Approval Date	DRAFT FOR CONSULTATION
Review Date	
Last Updated	
Supersedes	

BOOKING AND TEMPORARY USE OF UNIVERSITY SPACE POLICY

(DRAFT AMENDMENT –October 22, 2025)

PURPOSE

1. The lands and buildings of the University are private property and the University reserves the right to control access to its campuses, and to control the use of its space and facilities. The University endeavours to provide a safe environment, conducive to personal and intellectual growth, not only free of discrimination, injustice and actual or threatened violence, but also characterized by understanding, respect, peace, tolerance, trust, openness and fairness.
2. In furtherance of the University's mission of learning, teaching and research, the University endeavours to make Space available to members of the University community and the public for their use ("Bookable Space"). In doing so, the University must ensure that any such usage is undertaken in a manner that ensures the safety of the University community and facilities, and is in accordance with the University's legal obligations, values, and reputation. The University is fully committed to promoting and advocating academic freedom and freedom of expression. At the same time, it has a responsibility to ensure that all members of its community can reasonably expect to pursue their work and studies in a safe and civil environment.
3. The purpose of this Policy is to establish parameters and guidance for the booking and use of space at the University, and to establish terms and conditions for the temporary use of Bookable Space for the purpose of Events.

DEFINITIONS

4. For the purposes of this Policy the following definitions apply:

"Academic" means activities of an educational, research and student support nature within the University, other than Academic Course Scheduling.

"Academic Course Scheduling" means the use of Bookable Space for activities related to the delivery of University programs and curricula, including classes, laboratories, tutorials, and seminars.

"Administrative" means the use of Bookable Space for activities related to the ongoing management and operation of the University, including the maintenance of the University facilities.

"Bookable Space" means a Space forming part of the property of facilities of the University, that is made available by the University, in its sole discretion, for use by the University community,

such as conference rooms, meeting rooms, classrooms, gymnasiums, lecture halls, breakout rooms, the theatre, atriums, and outdoor spaces.

“External” means a User that is not a current faculty or staff member or student of the University.

“Open to the Public” means an Event that permits individuals from the general public to attend without a formal specific invitation.

“Space” means any location owned, leased, rented or otherwise occupied by the University.

“Student Organized” means an activity that is hosted or sponsored by a recognized Student Organization, as that term is defined in the *Policy on the Recognition of Student Organizations*.

“User” is any organization or individual that has been granted permission to use Bookable Space.

SCOPE AND AUTHORITY

5. This Policy applies to all members of the University community including faculty, staff, and students, as well as visitors and external organizations seeking to use Space.
6. This Policy is to be read in concert with other University policies that pertain to acceptable conduct, including the Student Conduct Policy and Respectful Campus Policy and does not supersede or restrict the application of them, or applicable laws, including municipal by-laws.
7. The Vice-President, Administration is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy. A decision under this Policy may be reviewed by the Vice-President, Administration or their delegate.

POLICY

8. The lands and buildings of the University are private property. The University reserves the right to control access to its campuses and the use of its lands and facilities. The University shall manage the use of its lands and facilities in accordance with the University’s core mission and objectives, the academic plan, and the University’s policies, procedures, and guidelines.
9. The University has sole discretion on the purpose for which Bookable Space, University lands and University facilities can be used, and may, in its sole discretion, accept or decline a request for Bookable Space, impose any conditions on use of Bookable Space, assign an appropriate alternate space for any event, and revoke or terminate permission to use Bookable Space.
10. Individuals must obtain prior permission to use University property as set out in the Procedures.
11. The priority for the allocation of Bookable Space will depend on the type of space, activity, and location. Where there is competition for Bookable Space, the University will consider the following priority ranking for use of Bookable Space (in the descending order beginning with the highest priority):
 - a) Academic Course Scheduling

- b) Academic
- c) Administrative
- d) Student Organized
- e) External

12. Users are required to comply with all conditions, restrictions and obligations placed by the University on the use of a particular Bookable Space.
13. No individual may, in University Space: (i) impede access to University property, any building, office, or room or; make any modifications that alter or otherwise damage the Space (including drilling or the use of tape that damages surfaces); (ii) permit the inclusion of pets or other non-service animals; or (iii) undertake activities on University property within the hours 11:00pm and 7:00am; without the specific prior permission of the University obtained through the Director of Risk Management.
14. All signage and advertisements in University Space must be approved pursuant to the *Posting in University Spaces Procedures* prior to being posted or published. Use of any University logos or official marks requires the express written permission of University Communications. No advertisements or signage may state or imply the endorsement or approval of the University for an event, cause, speaker, or group. No third-party advertisements or signage may state or imply an official affiliation or connection with the University.
15. All Users and attendees granted permission to use University Space are required to comply with all applicable University policies, federal and provincial statutes and municipal by-laws relating to private property, the rights of individuals, and the University while on University Space.
16. Where the costs for the use of Space would exceed the costs of normal University operations, those costs will be the responsibility of the User, including but not limited to ancillary charges for presentation technology and media, food services, cleaning, set up, waste removal, security and other charges as may be appropriate. The University is not responsible for subsidizing the costs of the use of Space.

COMPLIANCE

17. The University manages compliance and enforcement of this Policy in accordance with existing processes in place. Non-compliance with this Policy by an individual may constitute trespass or a violation of other applicable law. Non-compliant Students, faculty and staff may be subject to discipline under the applicable policy instrument, such as the Student Conduct Policy, the Freedom of Expression Policy, or the Ethical Conduct Policy, and visitors may be asked to leave or be otherwise removed from campus.

MONITORING AND REVIEW

18. This Policy will be reviewed as necessary and at least every three years. The Vice-President, Administration, or delegate, is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

- 19.** Human Rights Code, R.S.O. 1990, Chapter H.19
Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11
Liquor Licence Act, R.S.O. 1990, Chapter L.19
Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1
Trespass to Property Act, R.S.O. 1990, c. T.21

RELATED POLICIES, PROCEDURES & DOCUMENTS

- 20.** Booking and Use of University Space Procedures
Freedom of Expression Policy
Policy on the Recognition of Student Organizations
Risk Management Policy
Administrative Guidelines for Determining the Academic Schedule
Access Control Policy and Procedures
Posting in University Spaces Procedures
Respectful Campus Policy
Student Conduct Policy
Student Sexual Violence Policy

Classification Number	ADM 1304.01
Parent Policy	Booking and Use of University Space Policy
Framework Category	Administrative
Approving Authority	President
Policy Owner	Vice-President, Administration
Approval Date	DRAFT FOR CONSULTATION
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BOOKING AND USE OF UNIVERSITY SPACE FOR EVENTS PROCEDURE

(CONSULTATION DRAFT – October 22, 2025)

PURPOSE

1. This Procedure sets out the process for the reservation of Bookable Space, and the review and mitigation of risk related to proposed Events.

DEFINITIONS

2. For the purposes of this Procedure, the definitions in the Booking and Temporary Use of Space Policy ('the Policy'), as well as the following definitions apply:

"Applicant" means an individual or organization seeking to use Bookable Space.

"Certificate of Insurance" means a standard document issued by an insurance company or broker which evidences an insurance policy exists for a particular External Service Provider.

"Event" means any short-term organized gathering, meeting, display, activity, or form of public address that occurs outside of the University's primary scheduled academic and operational activities. Primary activities include, but are not limited to, classes, lectures, labs, tutorials, seminars, examinations, coursework, research, study, administrative or academic meetings, and office work. Events may include, but are not limited to, conferences, performances, non-credit lectures or public addresses, displays, banquets, film screenings, and activities open to the public.

"Event Risk Bulletin" means a bulletin issued by the Director, Risk Management, that identifies Risks associated with specified Event activities or characteristics and sets out recommended and mandatory Risk mitigation measures for Events encompassing such risks.

"External Service Provider" means any organization providing any form of goods and/or services. Goods and services include but are not limited to guest or keynote speaker, catering, equipment and rental, photography, animal therapy, décor, and transportation.

"Internal Services" means departments which exist within the University, such as but not limited to the Office of Campus Safety, Office of Campus Infrastructure and Sustainability, Media Services, Parking, Facilities and Logistical Management Services.

"Request" means an application for temporary use of Bookable Space for an Event.

"University-Hosted Event" means an Event hosted, sponsored, or organized by the University, to the University's benefit.

“Student Group” means any society, club or other type of student-formed organization that is duly constituted and recognized under the Policy on the Recognition of Student Organizations.

“University Member” means any staff member, faculty member, student of the University or individual holding an appointment with the University, including paid, unpaid or honorific appointments.

SCOPE AND AUTHORITY

3. This Procedure applies to the booking and use of all Bookable Space for Events.
4. This Procedure applies to all University Members as well as visitors or external organizations.
5. The Chief Risk Officer or delegate has the authority to impose risk mitigation on the use of Bookable Space.
6. A member of the Senior Leadership Team, or delegate, can waive specific time limit requirements set out herein, having regard to the University’s core mission and objectives, and the operational requirements of the University on a case-by-case basis.
7. The Vice-President, Administration, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of these Procedures.

PROCEDURES

8. The University prioritizes the allocation of Bookable Space as set out in the Policy. The University may refuse any Request in its sole discretion, including in circumstances where:
 - 8.1. there are health and safety concerns related to the use of the Bookable Space requested;
 - 8.2. there has been misrepresentation, unusual wear and tear, health and safety concerns, and/or breaches of University policy or any applicable laws regarding previous Events involving the Applicant;
 - 8.3. insufficient notice is given or staff is not available; and/or
 - 8.4. there has been a failure to pay outstanding invoices.
9. Applicants must demonstrate that they have identified Event risks and taken steps to mitigate them prior to a Request being confirmed. Applicants are expected to:
 - 9.1. Complete an Event risk trigger checklist which identifies Event characteristics that may require early submission and/or review by university authorities.
 - 9.2. Read all applicable Event Risk Bulletins and agree to implement the described risk mitigation requirements.
 - 9.3. Obtain any required approvals from the Office of Campus Safety, Office of Campus Infrastructure and Sustainability, the Office of the Deputy Provost or other applicable University authority.
 - 9.4. Identify all Internal Service Providers and External Service Providers including for furniture, event set-up, food services, parking, audio-visual services, and signage.

Users may only book and use External Service Providers for Events with the approval of the appropriate Internal Service.

10. An Applicant making a Request on behalf of a University academic or administrative unit must have appropriate authorization from that academic or administrative unit prior to submitting the Request. Requests for a Student-Organized Event must be submitted by the Ontario Tech Student Union or by a Student Group through the Ontario Tech Student Union. University Members may not book academic facilities for private use. Weddings and other private gatherings must be booked through Campus Conference Services.

11. Making a Request

- 11.1. Applicants are encouraged make their Request as early as possible. In normal circumstances, Requests must be made at least 15 Working Days in advance. Requests for complex, large-scale Events, or Events featuring Event risk triggers must be submitted at least 25 Working Days in advance. This includes, but is not limited to, Events that involve large numbers of participants, are Open to the Public, include specialized equipment or structures, service of alcohol, and Events that may unduly interfere with the operations of the University.
- 11.2. The University will establish one or more space booking application form(s) on its website. Applicants can make a Request by submitting through the applicable form an accurate description of the Event, including, but not limited to:
 - a) the date(s)/time(s)
 - b) the expected number of participants;
 - c) the nature of the participants;
 - d) the name of any invited participants or speakers;
 - e) the activities and equipment to be used as part of the Event;
 - f) applicable Event risk triggers; and
 - g) questions to establish what risk mitigation strategies are being implemented.
- 11.3. When a Request is received the applicable Booking Coordinator (as set out in Appendix A) will: (i) place a temporary reservation on the Bookable Space if it is available and notify the Applicant in writing; or (ii) notify the Applicant in writing that the Request is denied. Temporary reservation of a Bookable Space for an Applicant does not constitute permission to use the Bookable Space. A Booking Coordinator, may release a temporary reservation in their sole discretion.

12. Review of Request

- 12.1. The Booking Coordinator will review the information provided. Where there are concerns about Event risks, the Booking Coordinator will consult with appropriate university authorities, including the Office of Risk Management, to identify any necessary risk mitigation requirements.

- 12.2.** The complexity and scale of an Event and the active participation of the Applicant will impact the length of time required to complete a review.
- 12.3.** The Booking Coordinator will notify the Applicant in writing of any:
- a)** contractual documentation required;
 - b)** documentation required for compliance purposes, including, but not limited to, a Certificate of Insurance for External Service Providers;
 - c)** additional conditions, restrictions and obligations placed by the University on the use of the Bookable Space, including any risk mitigation requirements and the deadline under which the requirements must be met to maintain the reservation; and
 - d)** required deposits, fees or other charges for use of the Bookable Space.
- 12.4.** Once the Applicant has fulfilled any applicable conditions, the temporary reservation will be confirmed in writing by the Booking Coordinator. The failure of an Applicant to fulfill the necessary requirements within the required time limits will result in the release of the temporary reservation.
- 12.5.** A University Member whose Request has been denied can make a written request for a review of the refusal to the head of the relevant Booking Coordinator and thereafter to the Vice-President, Administration or delegate, whose decision on the matter will be final.
- 13.** Users are responsible for:
- 13.1.** Making arrangements for Internal Services and any External Service Providers.
 - 13.2.** Ensuring that all required confirmations, permits and licenses are secured prior to the Event and displaying, when required.
 - 13.3.** Complying with all legal requirements including, but not limited to, ensuring that maximum room occupancy is not exceeded and corridors, stairways and aisles remain free of obstructions, and any non-University electrical equipment (including public address systems, amplifiers, overhead or film projectors) utilized by a User for an Event including by a User's External Service Providers, bears a CSA or Electrical Safety Authority approval.
 - 13.4.** Complying with any risk mitigation requirements as directed by the Booking Coordinator or the Director, Risk Management.
 - 13.5.** Returning the Bookable Space to its original state at the end of the Event and ensuring that arrangements have been made with the appropriate service providers to return the Bookable Space to its original state (e.g. removing additional furniture by the specified time). If a User does not return the Bookable Space to its original state following an Event the Booking Coordinator will notify the User of any additional fees owing and the User will be required to promptly pay such fees to the University.
 - 13.6.** The cost of repairing or replacing damaged University facilities incurred as the result of an Event. Such repairs or replacements will be undertaken by the University.

- 13.7.** The actions of all Event attendees. All Users and attendees to an Event are required to comply with all applicable University policies, federal and provincial statutes and municipal by-laws relating to private property, the rights of individuals, and the University while on University property. Users are required to monitor the conduct of attendees at their Event and their use of the Bookable Space to ensure that noise and other activities are not unduly disrupting the normal activity of the University or interfering with the ability of others to use other University space. Notwithstanding the foregoing, any security matters, including any use of physical restraint, are the sole responsibility of Campus Security.

14. Event Communications

- 14.1.** All signage and advertisements for Events must be approved pursuant to the Posting in University Spaces Procedures prior to being posted and/or published. Promotional material and signage for an Event may only be posted on notice boards provided for that purpose in accordance with the Posting in University spaces Procedures or as directed by the Booking Coordinator.
- 14.2.** Use of any University logos or official marks requires the express written permission of University Communications. No advertisements or signage may state or imply the endorsement or approval of the University for an event, cause, speaker, or group. No third-party advertisements or signage may state or imply an official affiliation or connection with the University. For non-University-Hosted Events, Users must ensure that all communications and promotional materials do not state or imply that the University is connected with the Event, unless prior written permission is obtained from the University.

15. Alcohol Use and Licensing

- 15.1.** Permission to use a Bookable Space does not automatically convey the privilege of alcohol licensing. Alcohol use and service within a Bookable Space is governed by the Liquor License Act of Ontario, the associated regulations under the Act, the University's Alcohol Policy and, where alcohol is to be reimbursed, the Expenses Procedure.

16. Changes and Cancellations

- 16.1.** Requests are considered based on information provided by the Applicant. Misrepresentation or omission of relevant information concerning the Event may result in the cancellation of the reservation or permission without notice to or recourse by the Applicant or User.
- 16.2.** A User must make any requests for changes or cancellations of a Bookable Space booking in writing to the Booking Coordinator. Material changes that deviate from the Event description, conditions, restrictions and obligations require the permission of the Booking Coordinator and cannot be made within **15 days** of the Event. This includes any changes in approved External Service Providers, speaker(s) or maximum attendee numbers.
- 16.3.** A confirmed reservation may be pre-empted by academic use or other Requests in accordance with the prioritization of the allocation of Bookable Space set out in the

Policy. In such circumstances, the Booking Coordinator will make reasonable efforts to notify the User as soon as possible of the change and to reschedule or relocate the pre-empted reservation. Where the University must substitute an alternate Bookable Space, the Booking Coordinator will make all reasonable efforts to ensure the alternate Bookable Space meets the User's needs.

- 16.4.** The University may cancel any booking with notice to the User in its sole discretion having regard to the University's core mission and objectives, and the operational requirements of the University. In such circumstances, the Booking Coordinator will make reasonable efforts to notify the User as soon as possible of the cancellation and will return any deposits paid to the University.

17. Restricted Spaces

- 17.1.** Facilities designated as restricted spaces in Appendix A may require additional approval for use for Events. In addition, they may establish separate processes and timelines for booking space, with the approval of Director, Risk Management.

MONITORING AND REVIEW

- 18.** This Procedure will be reviewed as necessary and at least every three years. The Vice-President, Administration, or successor thereof, is responsible to monitor and review this Procedure.

RELEVANT LEGISLATION

- 19.** Human Rights Code, R.S.O. 1990, Chapter H.19
Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11
Liquor Licence Act, R.S.O. 1990, Chapter L.19
Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1

RELATED POLICIES, PROCEDURES & DOCUMENTS

- 20.** Booking and Use of University Space Policy
Access Control Policy and Procedures
Administrative Guidelines for Determining the Academic Schedule
Alcohol Policy
Freedom of Expression Policy
Policy on the Recognition of Student Organizations
Posting in University Spaces Procedures
Respectful Campus Policy
Risk Management Policy
Student Conduct Policy

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APPENDIX A

1. Booking Coordinator Schedule

The following table specifies the Booking Coordinator based on the type of Event for which Space is being requested. Applications must be submitted directly to the Booking Coordinator.

Type of Event	Booking Authority
Academic or Administrative	Scheduling Office (scheduling@ontariotechu.ca)
Student- Organized	Scheduling Office, through the Ontario Tech Student Union (scheduling@ontariotechu.ca)
External*	Campus Conference Services (conferenceservices@dc-uoit.ca)

2. Booking Coordinator for Restricted Spaces

The following Spaces have restrictions on their use and as such any requests to book them must be made to the Booking Coordinator identified below.

a) University Meeting Space

- i. Meeting Rooms - Meeting Rooms may be requested by sending an invitation for the Room through Outlook, using the university's automated portal, or contacting the individual with responsibility for coordinating use of a particular Meeting Room.
- ii. Faculty and Department Designated Spaces – Applications for use of Faculty designated spaces (e.g. teaching laboratories) must be made directly to the Faculty or Department that is responsible for the requested Space.

b) Outdoor Space

- i. Outdoor Space - Applications for outdoor space must be made to the Director, Office of Campus Infrastructure and Sustainability. If the proposed use of the space may affect Durham College, the application is also subject to approval by the Associate Vice President, Facilities and Ancillary Services for Durham College.
- ii. Parking Lots - Applications for the use of parking lots on the North Campus must be made to the Manager, Ancillary Services, Durham College (parking@dc-uoit.ca).

c) Commercial Space

- i. Regent Theatre – The Regent Theatre is an academic space that also accommodates community and commercial bookings. Requests to book space are made through the Manager of the Regent Theatre (gm@regenttheatre.ca)
- ii. Campus Recreation and Wellness Centre (CRWC) – Applications for use of any of the facilities within the CRWC must be submitted to the Facility Coordinator for the CRWC (www.campusrecreationcentre.com).

- iii. Campus Ice Centre – Applications for use of Space at the Campus Ice Centre are made to the Campus Ice Centre (www.campusicecentre.com).

DRAFT

Classification	ADM 1304
Framework Category	Administrative
Approving Authority	Senior Leadership Team President
Policy Owner	Vice-President, Academic and Provost Administration
Approval Date	December 23, 2015 DRAFT FOR CONSULTATION
Review Date	December 2018
Last Updated	Editorial Amendments, February 18, 2020; Minor Amendment; s. 8.2 (d); June 29, 2016
Supersedes	N/A

BOOKING AND **TEMPORARY** USE OF UNIVERSITY SPACE POLICY

(DRAFT AMENDMENT –October 22, 2025)

PURPOSE

- The University endeavours to make Space available to members of the broader University community for their use for Events for short term purposes. The University has both the right and responsibility to manage the use of, and access to, its interior and exterior space to ensure that the University's Academic and Administrative activities are supported. The University is further obliged to ensure the safety of the University community and facilities, and to uphold its legal obligations, values, and reputation. The purpose of this Policy is to establish principles for the booking and use of temporary space at the University.

The lands and buildings of the University are private property and the University reserves the right to control access to its campuses, and to control the use of its space and facilities.

DEFINITIONS

- For the purposes of this Policy the following definitions apply:

"Academic" means Events of an educational and research nature within the University,

"Academic Scheduling" means the use of space for activities related to the ongoing delivery of University programs and curricula, including classes, laboratories, tutorials, seminars, etc.

"Administrative" means Events relating to the ongoing management and operation of the University.

"Applicant" means an individual or organization seeking to use Space.

"Booking Authority" means the functional area designated with responsibility to manage the booking process for any Space.

"Event" means any short term organized activity, meeting, display, or form of public address by a User within or on a University Space.

"External" means an Event proposed or held by an Applicant/User that is from outside the University.

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~~“Space” means any location owned, leased, rented or otherwise occupied by the University and made available for temporary use.~~

~~“Student Organized” means Events that are hosted and/or sponsored by a recognized student organization, as defined in the Policy on the Recognition of Student Organizations.~~

~~“User” is any organization or individual that has been granted permission to use Space.~~

SCOPE AND AUTHORITY

- ~~3. This Policy applies to the use of all Space for Events.~~
- ~~4. This Policy applies to all members of the University including faculty, staff, and students, as well as visitors or external organizations.~~
- ~~5. The Vice-President, Academic and Provost is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy~~

POLICY

- ~~1. The University endeavours to provide a safe environment, conducive to personal and intellectual growth, not only free of discrimination, injustice and actual or threatened violence, but also characterized by understanding, respect, peace, tolerance, trust, openness and fairness.~~
- ~~2. In furtherance of the University’s mission of learning, teaching and research, the University endeavours to make Space available to members of the University community and the public for their use (“Bookable Space”). In doing so, the University must ensure that any such usage is undertaken in a manner that ensures the safety of the University community and facilities, and is in accordance with the University’s legal obligations, values, and reputation. The University is fully committed to promoting and advocating academic freedom and freedom of expression. At the same time, it has a responsibility to ensure that all members of its community can reasonably expect to pursue their work and studies in a safe and civil environment.~~
- ~~6. General~~
- ~~3. The purpose of this Policy is to establish parameters and guidance for the booking and use of space at the University will make, and to establish terms and conditions for the temporary use of Bookable Space for the purpose of Events.~~

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DEFINITIONS

- ~~4. For the purposes of this Policy the following definitions apply:~~
 - ~~“Academic” means activities of an educational, research and student support nature within the University, other than Academic Course Scheduling.~~
 - ~~“Academic Course Scheduling” means the use of Bookable Space for activities related to the delivery of University programs and curricula, including classes, laboratories, tutorials, and seminars.~~

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"Administrative" means the use of Bookable Space for activities related to the ongoing management and operation of the University, including the maintenance of the University facilities.

"Bookable Space" means a Space forming part of the property of facilities of the University, that is made available for use by the University, in its sole discretion, for use by the University community, such as conference rooms, meeting rooms, classrooms, gymnasiums, lecture halls, breakout rooms, the theatre, atriums, and outdoor spaces.

~~6.1.~~ "External" means a User that is not a current faculty or uses in accordance with this Policy, the Procedures and Guidelines staff member or student of the University.

~~All Applicants and Users are expected to act~~ "Open to the Public" means an Event that permits individuals from the general public to attend without a formal specific invitation.

"Space" means any location owned, leased, rented or otherwise occupied by the University.

"Student Organized" means an activity that is hosted or sponsored by a recognized Student Organization, as that term is defined in compliance with this the Policy on the Recognition of Student Organizations.

"User" is any organization or individual that has been granted permission to use Bookable Space.

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SCOPE AND AUTHORITY

~~5.~~ This Policy applies to all members of the University community including faculty, staff, and Directives students, as well as all visitors and external organizations seeking to use Space.

~~6.2.6.~~ This Policy is to be read in concert with other University policies that pertain to acceptable conduct, including the Student Conduct Policy and Respectful Campus Policy and does not supersede or restrict the application of them, or applicable University policies, federal, provincial, and laws, including municipal by-laws.

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~~7.~~ Booking Authority Responsibilities

~~7.1.~~ The Booking Authority will have Vice-President, Administration is the authority to allocate the use of Space Policy Owner and is responsible for:

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~~a)~~ Managing of any request for Space for use within their jurisdiction;

~~b)~~ Booking an appropriate space, overseeing the implementation, administration and confirming the booking with the Applicant.

~~c)~~ Informing Applicants/Users of their responsibilities interpretation of this Policy. A decision under this Policy and other related University policies;

~~d)7.~~ Advising Applicants/Users if the use of Space may also be subject to the approval reviewed by the Office of Campus Safety, Office of Campus Infrastructure and Sustainability, Student Life, the Director of Risk Management Vice-President, Administration or other University authority their delegate.

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POLICY

- e) Informing the applicable University offices and/or authorities, as identified in 7.1 d) above, when an Applicant has been directed to obtain additional approval for an Event.
- f) Communicating all relevant information on indemnity and liability;
- g) Ensuring all appropriate agreements for External use of Space are concluded prior to an Event;

8. Use of Space

8.1. All use of Space will be managed by the appropriate Booking Authority, according to this Policy and its associated Procedures.

8. The lands and buildings of the University are private property. The University reserves the right to control access to its campuses and the use of its lands and facilities. The University shall manage the use of its lands and facilities in accordance with the University's core mission and objectives, the academic plan, and the University's policies, procedures, and guidelines.

9. The University has sole discretion on the purpose for which Bookable Space, University lands and University facilities can be used, and may, in its sole discretion, accept or decline a request for Bookable Space, impose any conditions on use of Bookable Space, assign an appropriate alternate space for any event, and revoke or terminate permission to use Bookable Space.

10. Individuals must obtain prior permission to use University property as set out in the Procedures.

8.2.11. The priority for the allocation of Bookable Space will depend on the type of space, activity, and location. Where there is competition for Bookable Space, the University will consider the following priority ranking for use of Space shall be Bookable Space (in the descending order beginning with the highest priority):

- a) Academic Course Scheduling
- b) Academic
- c) Administrative
- d) Student Organized
- e) External

8.3.12. Users will be expected are required to comply with all conditions, restrictions and obligations placed by the University on the use of a particular Bookable Space.

9. Space Booking Changes & Cancellation

9.1. The University reserves the right to assign an appropriate alternate space for any Event.

9.2. The University has the right, at its sole discretion and for any reason, to refuse any Space booking request or cancel a Space booking.

10. Review of Decisions

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~~10.1.~~ A decision under this Policy may be reviewed by the Policy Owner or delegate.

- ~~13.~~ No individual may, in University Space: (i) impede access to University property, any building, office, or room or; make any modifications that alter or otherwise damage the Space (including drilling or the use of tape that damages surfaces); (ii) permit the inclusion of pets or other non-service animals; or (iii) undertake activities on University property within the hours 11:00pm and 7:00am; without the specific prior permission of the University obtained through the Director of Risk Management.
- ~~14.~~ All signage and advertisements in University Space must be approved pursuant to the *Posting in University Spaces Procedures* prior to being posted or published. Use of any University logos or official marks requires the express written permission of University Communications. No advertisements or signage may state or imply the endorsement or approval of the University for an event, cause, speaker, or group. No third-party advertisements or signage may state or imply an official affiliation or connection with the University.
- ~~15.~~ All Users and attendees granted permission to use University Space are required to comply with all applicable University policies, federal and provincial statutes and municipal by-laws relating to private property, the rights of individuals, and the University while on University Space.
- ~~16.~~ Where the costs for the use of Space would exceed the costs of normal University operations, those costs will be the responsibility of the User, including but not limited to ancillary charges for presentation technology and media, food services, cleaning, set up, waste removal, security and other charges as may be appropriate. The University is not responsible for subsidizing the costs of the use of Space.

COMPLIANCE

- ~~17.~~ The University manages compliance and enforcement of this Policy in accordance with existing processes in place. Non-compliance with this Policy by an individual may constitute trespass or a violation of other applicable law. Non-compliant Students, faculty and staff may be subject to discipline under the applicable policy instrument, such as the Student Conduct Policy, the Freedom of Expression Policy, or the Ethical Conduct Policy, and visitors may be asked to leave or be otherwise removed from campus.

MONITORING AND REVIEW

- ~~18.~~ This ~~policy~~Policy will be reviewed as necessary and at least every three years. The Vice-President, ~~Academic and Provost~~Administration, or delegate, is responsible to monitor and review this Policy.

~~11.~~

RELEVANT LEGISLATION

- ~~12.~~~~19.~~ Human Rights Code, R.S.O. 1990, Chapter H.19
Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11
Liquor Licence Act, R.S.O. 1990, Chapter L.19
Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1

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Trespass to Property Act, R.S.O. 1990, c. T.21

RELATED POLICIES, PROCEDURES & DOCUMENTS

13-20. Booking and Use of University Space Procedures

~~Appropriate Use~~Freedom of Space Directives

~~Event Planning~~Expression Policy and Procedure (under development)

~~Third-Party Event Procedures~~

Policy on the Recognition of Student Organizations

Risk Management Policy

Administrative Guidelines for Determining the Academic Schedule

Access Control Policy and Procedures

~~User Handbook (under development)~~Postering in University Spaces Procedures

Respectful Campus Policy

Student Conduct Policy

Student Sexual Violence Policy

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Classification Number	ADM 1304.01
Parent Policy	Booking and Use of University Space Policy
Framework Category	Administrative
Approving Authority	Vice-President, Academic and Provost
Policy Owner	Vice-President, Academic and Provost Administration
Approval Date	January 26, 2016 DRAFT FOR CONSULTATION
Review Date	January 2019
Last Updated	Editorial Amendments, February 18, 2020
Supersedes	N/A

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BOOKING AND USE OF UNIVERSITY SPACE PROCEDURES

BOOKING AND USE OF UNIVERSITY SPACE FOR EVENTS PROCEDURE

(CONSULTATION DRAFT – October 22, 2025)

PURPOSE

- The purpose of these Procedures is to ensure that University Space is used efficiently and responsibly and in ways consistent with its values and priorities.
- This Procedure sets out the process for the reservation of Bookable Space, and the review and mitigation of risk related to proposed Events.

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DEFINITIONS

- For the purposes of these Procedures, this Procedure, the definitions within the Booking and Temporary Use of Space Policy apply, with the addition of Policy, as well as the following definitions apply:
 - “Academic”** means Events of an educational and research nature within the University.
 - “Administrative”** means Events relating to the ongoing management and operation of the University.
 - “Applicant”** means an individual or organization seeking to use Space.
 - “Booking Authority”** means the functional area designated with responsibility to manage the booking process for any Bookable Space.
 - “Certificate of Insurance”** means a standard document issued by an insurance company or broker which evidences an insurance policy exists for a particular External Service Provider.
 - “Event”** means any short-term organized activity, gathering, meeting, display, activity, or form of public address by a User within or on University Space.
 - “External”** means an Event proposed or held by an Applicant/User that is from that occurs outside the University.

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~~“Space” means any location owned, leased, rented or otherwise occupied by the University of the University’s primary scheduled academic and operational activities. Primary activities include, but are not limited to, classes, lectures, labs, tutorials, seminars, examinations, coursework, research, study, administrative or academic meetings, and made available for temporary use-office work. Events may include, but are not limited to, conferences, performances, non-credit lectures or public addresses, displays, banquets, film screenings, and activities open to the public.~~

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~~“Student Organized” means Events~~~~“Event Risk Bulletin” means a bulletin issued by the Director, Risk Management, that are hosted and identifies Risks associated with specified Event activities or sponsored by a recognized student characteristics and sets out recommended and mandatory Risk mitigation measures for Events encompassing such risks.~~

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~~“External Service Provider” means any organization, as defined in the providing any form of goods and/or services. Goods and services include but are not limited to guest or keynote speaker, catering, equipment and rental, photography, animal therapy, décor, and transportation.~~

~~“Internal Services” means departments which exist within the University, such as but not limited to the Office of Campus Safety, Office of Campus Infrastructure and Sustainability, Media Services, Parking, Facilities and Logistical Management Services.~~

~~“Request” means an application for temporary use of Bookable Space for an Event.~~

~~“University-Hosted Event” means an Event hosted, sponsored, or organized by the University, to the University’s benefit.~~

~~“Student Group” means any society, club or other type of student-formed organization that is duly constituted and recognized under the Policy on the Recognition of Student Organizations.~~

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~~“User” is an organization or individual that has been granted permission to use Space.~~

~~“University Member” means any staff member, faculty member, student of the University or individual holding an appointment with the University, including paid, unpaid or honorific appointments.~~

SCOPE AND AUTHORITY

3. ~~These Procedures apply~~~~This Procedure applies~~ to the booking and use of all ~~Bookable~~ Space for Events.
4. This ~~Policy~~~~Procedure~~ applies to all ~~members of the University including faculty, staff, and students, Members~~ as well as visitors or external organizations.
5. The Chief Risk Officer or delegate has the authority to impose risk mitigation on the use of ~~the~~~~Bookable~~ Space.
6. ~~A member of the Senior Leadership Team, or delegate, can waive specific time limit requirements set out herein, having regard to the University’s core mission and objectives, and the operational requirements of the University on a case-by-case basis.~~

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~~6.7.~~ The Vice-President, ~~Academic and Provost Administration, or successor thereof~~, is the Policy Owner and ~~has responsibility~~ is responsible for overseeing the implementation, administration and interpretation of these Procedures.

PROCEDURES

~~7.~~ Applications for Space Booking

- ~~7.1.~~ All requests for use of Space must be made in writing.
- ~~7.2.~~ Applications should normally be submitted a minimum of fourteen (14) working days in advance to the appropriate Booking Authority, as specific in Appendix A to these Procedures.

~~8.~~ Where an Event requires additional approval The University prioritizes the allocation of Bookable Space as set out in the Policy. The University may refuse any Request in its sole discretion, including in circumstances where:

- ~~8.1.~~ there are health and safety concerns related to the use of the Bookable Space requested;
- ~~8.2.~~ there has been misrepresentation, unusual wear and tear, health and safety concerns, and/or breaches of University policy or any applicable laws regarding previous Events involving the Applicant;
- ~~8.3.~~ insufficient notice is given or staff is not available; and/or
- ~~8.4.~~ there has been a failure to pay outstanding invoices.

~~9.~~ Applicants must demonstrate that they have identified Event risks and taken steps to mitigate them prior to a Request being confirmed. Applicants are expected to:

- ~~9.1.~~ Complete an Event risk trigger checklist which identifies Event characteristics that may require early submission and/or review by university authorities.
- ~~9.2.~~ Read all applicable Event Risk Bulletins and agree to implement the described risk mitigation requirements.

~~7.3.9.3.~~ Obtain any required approvals from the Office of Campus Safety, Office of Campus Infrastructure and Sustainability, Student Life, the DirectorOffice of Risk Management, the Deputy Provost or another other applicable University authority; the Applicant will ensure the required approvals have been obtained.

- ~~a)~~ The booking of any Space will not be confirmed until all necessary approvals have been obtained.

~~7.4.~~ Where any proposed use of a Space raises any risk concerns, the Booking Authority will consult with the Director, Risk Management.

- ~~a)~~ Permission to use a Space will not be granted until the Director, Risk Management has identified whether or not further information and/or risk mitigation strategies will be required for the Event and/or use of the Space.

~~8.~~ Approved Bookings

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~~8.1. Applicants will receive notification in writing from the Booking Authority once permission has been granted to use a Space.~~

~~8.2. Once permission has been granted, the Booking Authority will:~~

- ~~a) Confirm the specific Space booked with the User;~~
- ~~b) Provide the User with any additional Identify contractual documentation required;~~
- ~~c) Ensure the User has copies of, or a link to, all required University Policies, Procedures and Directives they are expected to comply with.~~

~~d) 9.4. Provide contact information for the User to arrange services such as Internal Service Providers and External Service Providers including for furniture, event set-up, food services, parking, audio-visual, services, and signage/promotional material. Users may only book and use External Service Providers for Events with the approval of the appropriate Internal Service.~~

- ~~e) Inform the User of any required risk assessment requirements and the deadline under which the requirements must be met to maintain the booking.~~

10. Advise the User of any An Applicant making a Request on behalf of a University academic or administrative unit must have appropriate authorization from that academic or administrative unit prior to submitting the Request. Requests for a Student-Organized Event must be submitted by the Ontario Tech Student Union or by a Student Group through the Ontario Tech Student Union. University Members may not book academic facilities for private use. Weddings and other private gatherings must be booked through Campus Conference Services.

11. Making a Request

11.1. Applicants are encouraged make their Request as early as possible. In normal circumstances, Requests must be made at least 15 Working Days in advance. Requests for complex, large-scale Events, or Events featuring Event risk triggers must be submitted at least 25 Working Days in advance. This includes, but is not limited to, Events that involve large numbers of participants, are Open to the Public, include specialized equipment or structures, service of alcohol, and Events that may unduly interfere with the operations of the University.

11.2. The University will establish one or more space booking application form(s) on its website. Applicants can make a Request by submitting through the applicable form an accurate description of the Event, including, but not limited to:

- a) the date(s)/time(s)
- b) the expected number of participants;
- c) the nature of the participants;
- d) the name of any invited participants or speakers;
- e) the activities and equipment to be used as part of the Event;

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- f) applicable Event risk triggers; and
- g) questions to establish what risk mitigation strategies are being implemented.

11.3. When a Request is received the applicable Booking Coordinator (as set out in Appendix A) will: (i) place a temporary reservation on the Bookable Space if it is available and notify the Applicant in writing; or (ii) notify the Applicant in writing that the Request is denied. Temporary reservation of a Bookable Space for an Applicant does not constitute permission to use the Bookable Space. A Booking Coordinator, may release a temporary reservation in their sole discretion.

12. Review of Request

12.1. The Booking Coordinator will review the information provided. Where there are concerns about Event risks, the Booking Coordinator will consult with appropriate university authorities, including the Office of Risk Management, to identify any necessary risk mitigation requirements.

12.2. The complexity and scale of an Event and the active participation of the Applicant will impact the length of time required to complete a review.

12.3. The Booking Coordinator will notify the Applicant in writing of any:

- a) contractual documentation required;
- b) documentation required for compliance purposes, including, but not limited to, a Certificate of Insurance for External Service Providers;
- c) additional conditions, restrictions and obligations placed by the University on the use of a particular Space, the Bookable Space, including any risk mitigation requirements and the deadline under which the requirements must be met to maintain the reservation; and

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9. Fees

- d) Where required deposits, fees will apply or other charges for the use of the Bookable Space.

9.1.12.4. Once the Applicant has fulfilled any applicable conditions, the temporary reservation will be confirmed in writing by the Booking Authority will: Coordinator. The failure of an Applicant to fulfill the necessary requirements within the required time limits will result in the release of the temporary reservation.

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- a) Advise User of where additional fees may apply;
- b) Direct the User to the appropriate department regarding payment of fees.

12.5. A University Member whose Request has been denied can make a written request for a review of the refusal to the head of the relevant Booking Coordinator and thereafter to the Vice-President, Administration or delegate, whose decision on the matter will be final.

13. Users are responsible for:

13.1. Making arrangements for Internal Services and any External Service Providers.

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- 13.2. Ensuring that all required confirmations, permits and licenses are secured prior to the Event and displaying, when required.
- 13.3. Complying with all legal requirements including, but not limited to, ensuring that maximum room occupancy is not exceeded and corridors, stairways and aisles remain free of obstructions, and any non-University electrical equipment (including public address systems, amplifiers, overhead or film projectors) utilized by a User for an Event including by a User's External Service Providers, bears a CSA or Electrical Safety Authority approval.
- 13.4. Complying with any risk mitigation requirements as directed by the Booking Coordinator or the Director, Risk Management.
- 13.5. Returning the Bookable Space to its original state at the end of the Event and ensuring that arrangements have been made with the appropriate service providers to return the Bookable Space to its original state (e.g. removing additional furniture by the specified time). If a User does not return the space-Bookable Space to its original state following an Event, or there are damages for which the User is deemed responsible, the Booking AuthorityCoordinator will notify the User of any additional fees owing, and the User will be required to promptly pay such fees to the University.
- 13.6. The cost of repairing or replacing damaged University facilities incurred as the result of an Event. Such repairs or replacements will be undertaken by the University.
- 13.7. The actions of all Event attendees. All Users and attendees to an Event are required to comply with all applicable University policies, federal and provincial statutes and municipal by-laws relating to private property, the rights of individuals, and the University while on University property. Users are required to monitor the conduct of attendees at their Event and their use of the Bookable Space to ensure that noise and other activities are not unduly disrupting the normal activity of the University or interfering with the ability of others to use other University space. Notwithstanding the foregoing, any security matters, including any use of physical restraint, are the sole responsibility of Campus Security.

14. Event Communications

- 14.1. All signage and advertisements for Events must be approved pursuant to the Posting in University Spaces Procedures prior to being posted and/or published. Promotional material and signage for an Event may only be posted on notice boards provided for that purpose in accordance with the Posting in University spaces Procedures or as directed by the Booking Coordinator.
- 14.2. Use of any University logos or official marks requires the express written permission of University Communications. No advertisements or signage may state or imply the endorsement or approval of the University for an event, cause, speaker, or group. No third-party advertisements or signage may state or imply an official affiliation or connection with the University. For non-University-Hosted Events, Users must ensure that all communications and promotional materials do not state or imply that the University is connected with the Event, unless prior written permission is obtained from the University.

15. Alcohol Use and Licensing

~~9.2.15.1.~~ Permission to use a Bookable Space does not automatically convey the privilege of alcohol licensing. Alcohol use and service within a Bookable Space is governed by the Liquor License Act of Ontario, the associated regulations under the Act, the University's Alcohol Policy and, where alcohol is to be reimbursed, the Expenses Procedure.

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16. Changes and Cancellations

~~16.1.~~ Requests are considered based on information provided by the Applicant. Misrepresentation or omission of relevant information concerning the Event may result in the cancellation of the reservation or permission without notice to or recourse by the Applicant or User.

~~10.1.~~ A User must make any requests for changes or cancellations of a Bookable Space booking in writing to the Booking Authority.

~~16.2.~~ Where the University must substitute an alternate Space Coordinator. Material changes that deviate from the Event description, conditions, restrictions and obligations require the permission of the Booking Authority Coordinator and cannot be made within 15 days of the Event. This includes any changes in approved External Service Providers, speaker(s) or maximum attendee numbers.

~~10.2.16.3.~~ A confirmed reservation may be pre-empted by academic use or other Requests in accordance with the prioritization of the allocation of Bookable Space set out in the Policy. In such circumstances, the Booking Coordinator will make reasonable efforts to notify the User as soon as possible of the change. The Booking Authority and to reschedule or relocate the pre-empted reservation. Where the University must substitute an alternate Bookable Space, the Booking Coordinator will make all reasonable efforts to ensure the alternate Bookable Space meets the User's needs.

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~~16.4.~~ The University may cancel any booking with notice to the User in its sole discretion having regard to the University's core mission and objectives, and the operational requirements of the University. In such circumstances, the Booking Coordinator will make reasonable efforts to notify the User as soon as possible of the cancellation and will return any deposits paid to the University.

17. Restricted Spaces

~~17.1.~~ Facilities designated as restricted spaces in Appendix A may require additional approval for use for Events. In addition, they may establish separate processes and timelines for booking space, with the approval of Director, Risk Management.

MONITORING AND REVIEW

~~11.18.~~ These Procedures This Procedure will be reviewed as necessary and at least every three years. The Vice-President, Academic and Provost Administration, or successor thereof, is responsible for reviewing these Procedures to monitor and review this Procedure.

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RELEVANT LEGISLATION

- [12-19.](#) Human Rights Code, R.S.O. 1990, Chapter H.19
Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11
Liquor Licence Act, R.S.O. 1990, Chapter L.19
Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1

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RELATED POLICIES, PROCEDURES & DOCUMENTS

- [12-20.](#) Booking and Use of University Space Policy
~~Event Planning Policy and Procedure (under development)~~
~~Application for On-Campus Event Form~~
~~Third-Party Event Procedures~~
[Access Control Policy and Procedures](#)
~~Policy on the Recognition of Student Organizations~~
~~Risk Management Policy~~
Administrative Guidelines for Determining the Academic Schedule
[Alcohol Policy](#)
[Freedom of Expression Policy](#)
[Policy on the Recognition of Student Organizations](#)
[Postering in University Spaces Procedures](#)
[Respectful Campus Policy](#)
[Risk Management Policy](#)
[Student Conduct Policy](#)
[Student Sexual Violence Policy](#)

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~~Access Control Policy and Procedures~~

~~User Handbook (under development)~~

APPENDIX A

1. Booking ~~Authority~~Coordinator Schedule

The following table specifies the Booking ~~Authority~~Coordinator based on the type of Event for which Space is being requested. Applications must be submitted directly to the Booking ~~Authority~~Coordinator.

Type of Event	Booking Authority
Academic or Administrative	Scheduling Office (scheduling@ontariotechu.ca)
Student- Organized	Scheduling Office, through the Ontario Tech Student Union (scheduling@ontariotechu.ca)
External*	Campus Conference Services (conferenceservices@dc-uoit.ca)

2. Booking ~~Authority~~Coordinator for Restricted Spaces

The following Spaces have restrictions on their use and as such any requests to book them must be made to the Booking ~~Authority~~Coordinator identified below.

a) University Meeting Space

~~a)i. Regent Theatre – The Regent Theatre is an academic space that also accommodates community and commercial bookings. Requests to book space are made through the Manager of the Regent Theatre (jm@regenttheatre.ca)~~

b)i. Meeting Rooms - Meeting Rooms may be requested by sending an invitation for the Room through Outlook, ~~using the university's automated portal~~, or contacting the individual with responsibility for coordinating use of a particular Meeting Room.

c)i. Faculty and Department Designated Spaces – Applications for use of Faculty designated spaces (e.g. teaching laboratories) must be made directly to the Faculty or Department that is responsible for the requested Space.

~~Polonsky Commons~~

b) Outdoor Space

d)i. Outdoor Space - Applications for ~~the use of Polonsky Commons are outdoor space~~ must be made to ~~Campus Conference Services (conferenceservices@dc-uoit.ca)~~ and are subject to approval by ~~the Director of the~~ Office of Campus Infrastructure and Sustainability. If the proposed use of the space may affect Durham College, the application is also subject to approval by the Associate Vice President, Facilities and Ancillary Services for Durham College.

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~~e)ii.~~ Parking Lots - Applications for the use of parking lots on the North Campus must be made to the Manager, Ancillary Services, Durham College (parking@dc-uoit.ca).

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c) Commercial Space

~~i.~~ Regent Theatre – The Regent Theatre is an academic space that also accommodates community and commercial bookings. Requests to book space are made through the Manager of the Regent Theatre (gm@regenttheatre.ca).

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~~f)ii.~~ Campus Recreation and Wellness Centre (CRWC) – Applications for use of any of the facilities within the CRWC must submitted to the Facility Coordinator for the CWRC (www.campusrecreationcentre.com).

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~~g)iii.~~ Campus Ice Centre – Applications for use of Space at the Campus Ice Centre are made to the Campus Ice Centre (www.campusicecentre.com).

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