

The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES

**1.1 USE OF UNIVERSITY FACILITIES FOR OTHER THAN
REGULARLY SCHEDULED ACADEMIC PURPOSES**

Classification: General

Effective Date: 24JUN08

Supersedes: 01JUN97

POLICY

- 1.00 The Board's powers over the use of the University's property and facilities for other than regularly-scheduled academic purposes shall be exercised by the Property and Finance Committee.
- 2.00 Facilities may be made available to on-campus and off-campus organizations, groups, or individuals, provided that in each instance such use shall not encroach upon normal university functions or related academic functions which might be planned for or by the University (e.g., meetings of the Learned Societies, academic conferences, etc.), shall not cause damage other than fair wear and tear, and shall not be of a nature which may reflect discredit upon the University. The use of facilities for public functions will comply with the requirements set down in the Ontario Human Rights Code.
- 3.00 Facilities shall be made available according to a table of rates established by the Property and Finance Committee and approved by the Board.
- 4.00 This policy statement shall not be construed as pertaining to the loan of moveable property, equipment, instruments, etc.
- 5.00 In order to augment the revenue accruing to the residences, and thereby to the benefit of students as reflected in residence fees during the academic year, the rental of idle residence accommodation during the summer months by conventions or other special groups is encouraged.
- 6.00 The rental of residence accommodation by individual members of the University community on a short-term temporary basis is permitted, provided that such occupation of rooms shall not interfere with normal student-resident requirements.

PROCEDURE

- 7.00 The initial request will be made, on the prescribed form, to the Reservations Office of the Institutional Planning & Budgeting Department where it may be approved if it is of a routine nature and within the above policy.
- 8.00 If there are unusual aspects to the request, it will be referred by the Reservations Office to the Advisory Committee on Advertising and Commercial Activity who may approve or reject it, taking precedent into account and such other advice and particulars as may be obtained. [See [Policy 1.12](#)]
- 9.00 If an applicant insists on an appeal, the Advisory Committee on Advertising and Commercial Activity shall refer the matter to the Vice-President (External) who may approve or refuse the request or cause it to be placed before the Property and Finance Committee for a final decision.