PROCEDURE FOR POLICY 1.1 – Procedure for Reserving University Facilities

Governing Policy: Use of University Facilities

Sections: Reserving University Facilities

Responsible Officers: Provost & Vice-President (Academic)
Vice-President (Operations & Finance)

Responsible Office: Vice-President (Operations & Finance)

Effective Date: May 2, 2025

Supersedes: (new)

1.00 These procedures apply to reserving University Facilities for a Special Event or Demonstration.

2.00 In these procedures, reference to "the Policy" shall mean MAPP Policy 1.1 - Use of University Facilities.

3.00 Defined terms in the Policy shall have the same meaning in these procedures.

4.00 Reference to an "individual" in these procedures shall also include a group of individuals, an association, corporation or other legal entity.

5.00 Reference to the "Provost" in these procedures shall mean the Provost & Vice-President (Academic) or designate.

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6.00 Any request to reserve University Facilities for a Special Event or Demonstration will be processed in accordance with these procedures.

7.00 Faculties and administrative units may have internal booking procedures, rental fees and/or service charges that apply to their allocated spaces within University Facilities. An individual wishing to reserve a faculty's or administrative unit's space for a Special Event or Demonstration shall make their request to the respective faculty or administrative unit in accordance with its respective booking procedures.

8.00 Subject to section 7.00 of these procedures, an individual wishing to reserve

University Facilities for a Special Event or Demonstration shall make their request, on the prescribed form, to the Reservations Office.

9.00 Where the Reservations Office receives a request for faculty or administrative unit space, the Reservations Office may direct the individual to the respective faculty or administrative unit to make the request in accordance with its internal booking procedures or may process the request with the approval of the faculty or administrative unit in accordance with these procedures.

10.00 The Reservations Office may approve or deny any request based on the terms of the Policy, and taking into account precedent and such advice and particulars as may be obtained by the Reservations Office through its review process. The Reservations Office shall make its decision in a timely manner, taking into consideration the complexity of the request.

11.00 If the Reservations Office or, on appeal, the Provost, approves the request, the Reservations Office shall advise the individual that the request is approved and provide in advance any common directions or restrictions for using the specific space and the cost or estimated cost for such use, including security.

12.00 If the Reservations Office denies the request and the individual wishes to appeal, the individual may appeal to the Provost within 10 days of the decision. The Provost may grant or deny the appeal and shall so advise the individual ordinarily within five business days following receipt of the appeal. If the appeal is granted, the Provost shall advise the Reservations Office, that the request is approved.

13.00 If a request is approved for an individual external to the University, the Reservations Office may require that the individual enter into a written agreement for the use of the specific space on terms satisfactory to the University.

Last Reviewed: