

Temporary Use of Space for Events Procedure

Purpose/Rationale:

The purpose of this Procedure is to ensure that The Humber College Institute of Technology and Advanced Learning and the University of Guelph-Humber (hereafter referred to as “Humber” or the “College”) Space is used efficiently and responsibly and in ways consistent with its values and priorities.

This document is available in alternate format on request.

Scope:

This Procedure applies to the booking and temporary use of Space for events. This Procedure applies to all members of the College including faculty, staff, and students, as well as visitors or external organizations.

Definitions:

Academic: means activities related to College teaching, learning and research including the ongoing delivery of programs and curricula in classes, laboratories, tutorials, seminars, conferences and academic-endorsed activities involving industry or community partners.

Administrative: means activities relating to the ongoing management and operation of the College. Including corporate events, and partnerships etc.

Applicant: means an individual or organization seeking to use Space on a temporary basis.

Booking Authority: means the functional area designated with responsibility to manage the booking process.

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

External: means an Event proposed, held, or facilitated by an Applicant/User that is from outside the College.

Space: means any interior or exterior location owned, leased, rented or otherwise occupied by the College and made available for temporary use.

Student-Organized or Student Clubs: means Events that are hosted and/or sponsored by IGNITE, its recognized student organizations and its affiliates.

User: is an organization or individual that has been granted permission to use Space.

Procedure:

1. Applications for Space Booking
 - 1.1 All requests for use of Space must be made in writing.

- 1.2 Applications should normally be submitted a minimum of fifteen (15) working days in advance to or by the appropriate Booking Authority, as specified in Appendix A to these Procedures.
- 1.3 Where an Event requires additional approval from the Department of Public Safety and Emergency Management, Department of Capital Development and Facilities Management, Student Services, the Office of Legal and Risk Management, or another College authority, the Booking Authority will ensure the required approvals have been obtained by the Applicant.
 - a. The booking of any Space will not be confirmed until all necessary approvals have been obtained.
- 1.4 Where any proposed use of a Space raises any risk concerns, the Booking Authority will consult with those identified in 1.3 as appropriate to determine whether additional risk mitigation strategies will be required for the Event and/or use of the Space.
- 1.5 Where any proposed use of Space may broadly impact general operations/services of the College, the Booking Authority will consult/inform them in advance (e.g. noise levels impacting classrooms/offices in event vicinity).

2. Approved Bookings

- 2.1 Applicants will receive notification in writing from the Booking Authority once permission has been granted to use a Space.
- 2.2 Once permission has been granted, the Booking Authority will provide the User with a 'Temporary Use of Space for Events Permit' ("Permit") authorizing the use of Space; provide a copy of the completed Permit to the Department of Public Safety and Emergency Management for its records; and require Users to have Permits available for review upon request by a College representative or the Department of Public Safety and Emergency Management..
- 2.3 The Booking Authority will also:
 - a. Confirm the specific Space booked with the User;
 - b. Provide the User with any additional contractual documentation required;
 - c. Ensure the User has copies of, or a link to, all required College Policies, Procedures they are expected to comply with;
 - d. Provide contact information for the User to arrange services such as furniture, security services, event set-ups, food services, parking, audio visual, signage/promotional material;
 - e. Inform the User of any required risk assessment/management requirements and the deadline under which the requirements must be met to maintain the booking; and
 - f. Advise the User of any additional conditions, restrictions and obligations placed by the College on the use of a particular Space.

3. Fees

- 3.1 Where fees apply for the use of Space, the Booking Authority will:
 - a. Advise User of the fees;
 - b. Direct the User to the appropriate department regarding payment of fees and the method of payment prior to the event.
- 3.2 If a User does not return the Space to its original state following an Event, or there are damages for which the User is deemed responsible, the Booking Authority will notify the User of any additional fees owing within five (5) days.

4. Changes and Cancellations

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

4.2 Where the College must substitute an alternate Space or cancel the booking, the Booking Authority will make reasonable efforts to notify the User as soon as possible of the change. The Booking Authority will make all reasonable efforts to ensure the alternate Space meets the User's needs.

Appendix A

Booking Authority Schedule

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

Type of Event	Booking Authority
Academic / Administrative / Student Organized	Registrar's Office Contact: schedulingrooms@humber.ca
External	Conference Services Contact: hcs@humber.ca

Campus	Type/ Location of Space	Booking Authority
North or Lakeshore	Athletics Centre	Athletics Centre
North or Lakeshore	Classrooms	Registrar's Office (schedulingrooms@humber.ca)
North or Lakeshore	Exterior Grounds (with the exception of the Arboretum)	Department of Capital Development and Facilities Management (416 675-6622 x4444)
North or Lakeshore	Faculty Designated Spaces (eg. Teaching labs)	Faculty Business Manager responsible for the requested Space.
North or Lakeshore	Meeting Rooms	Through Outlook or contacting the individual with responsibility for coordinating use of a particular meeting room.
North or Lakeshore	Parking Lots	Parking and Transportation Services (parking.sales@humber.ca)
North or Lakeshore	Residences	Conference Services (hcs@humber.ca)
North or Lakeshore	Student Centres	Ignite Office
North	Undesignated Spaces	Registrar's Office (schedulingrooms@humber.ca)
North	LRC Gallery	LRC Gallery

North	LRC Lobby	Registrar's Office (schedulingrooms@humber.ca)
North	E135 Lecture Theatre	Registrar's Office (schedulingrooms@humber.ca)
North	Arboretum	https://humber.ca/arboretum/weddings-rentals.html
North	Barrett Centre for Technology innovation (CTI) Space	BCTI Office (askbarrettcti@humber.ca)
Lakeshore	Undesignated Spaces	Lakeshore Principal's Office
Lakeshore	Welcome Centre	Lakeshore Principal's Office
Lakeshore	Centre for Entrepreneurship	Faculty of Business.
Orangeville	Orangeville Campus Spaces	Orangeville Campus Principal's Office
UGH	University of Guelph-Humber Lobby	University of Guelph-Humber Vice Provost's Office

Temporary Use of Space for Events Policy

Purpose/Rationale:

The Humber College Institute of Technology and Advanced Learning and the University of Guelph-Humber (hereafter referred to as “Humber” or the “College”) endeavour to make space available to members of the broader College community for their use for Events. The College has both the right and responsibility to manage and control the use of, and access to, its interior and exterior space to ensure that the College’s Academic and Administrative activities are supported. The College is further obliged to ensure the safety of the College 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 temporary use of space at the College.

This document is available in alternate format on request.

Scope:

This Policy applies to the temporary use of Space for all Events on all Humber campuses. The Policy applies to all members of the College including faculty, staff, and students, student groups, as well as visitors or external organizations.

Definitions:

Academic: means activities related to College teaching, learning and research including the ongoing delivery of programs and curricula in classes, laboratories, tutorials, seminars, conferences and academic-endorsed activities involving industry or community partners.

Administrative: means activities relating to the ongoing management and operation of the College including corporate events and partnerships.

Applicant: means an individual or organization seeking to temporarily use Space.

Booking Authority: means the functional area designated with responsibility to manage the booking process.

Event: means any short-term organized activity, meeting, display, or form of public address by a User within College Space or on College property.

External: means an Event proposed, held, or facilitated by an Applicant/User that is from outside the College.

Space: means any interior or exterior location owned, leased, rented or otherwise occupied by the College and made available for temporary use.

Student-Organized or Student Clubs: means Events that are hosted and/or sponsored by IGNITE, its recognized student organizations and affiliates.

User: is an organization or individual that has been granted permission to use Space.

Policy:**1. General**

1.1 The College will make Space available for use or uses in accordance with this Policy and the related Procedure.

1.2 All Applicants and Users of College Space are required to comply with this Policy, the related Procedure, as well as applicable College policies, federal, provincial, and municipal laws relating to private property and to the rights of individuals and the College.

1.3 The College upholds the principles of Freedom of Expression as per the Policy Statement on Upholding Free Speech on College Campus, and as such all persons having access to and use of College Space shall observe these principles, the Policy and the law. The College may reasonably regulate the time, place and manner of freedom of expression to ensure it does not disrupt normal College operations and ordinary college activities or endanger the safety of others. The provision of College Space for activities or Events does not in any way imply that the College itself has expressed or condones the views, opinions or beliefs which may be expressed.

1.4 College administration shall have the authority for the efficient allocation of Space and, in consultation with the relevant parties, for the resolution of matters related to competing demands for Space. The College may permit the temporary use of Space and facilities that are not required for Academic or Administrative activities, however the College is under no obligation to do so and may permit or not permit such use at its sole discretion. Where there is competition for Space, the priority ranking for temporary use of Space shall be:

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

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

2.1 The Booking Authority will have the authority to allocate the temporary use of Space and is responsible for:

- a. Managing and tracking any request for temporary use of Space within their jurisdiction;
- b. Booking an appropriate Space and providing confirmation of the booking with the Applicant;
- c. Informing Applicants/Users of their responsibilities under this Policy, the Procedures and other related College policies;
- d. Advising Applicants/Users if the use of Space may also be subject to the approval by the Department of Public Safety and Emergency Management, Capital Development and Facilities Management, Student Services, the Office of Legal and Risk Management or other College authority;
- e. Informing the applicable College offices and/or authorities, as identified in 2.1 d) above, to obtain additional approval for an Event;

- f. Communicating all relevant information on booking procedures, conditions, restrictions, fees and obligations placed by the College on the use of a particular Space; and
 - g. Ensuring all appropriate agreements, including insurance, indemnity and liability for External use of Space are concluded prior to an Event.
 - h. Where any proposed use of Space may broadly impact general operations/services, the Booking Authority will consult/inform them in advance (e.g. noise levels impacting classrooms/offices in event vicinity).
3. A decision under this Policy may be reviewed by the Policy Owner(s) or delegate.

Related Procedure(s):

Temporary Use of Space Procedure