

**Approval Date: June 27, 2005**
**Most Recent Approval Date: November 25, 2014**
**Most Recent Editorial Date: September 9, 2014**
**Parent Policy: [Space Management Policy](#)**

## Outdoor Site Booking Procedure

<b>Office of Administrative Responsibility:</b>	<b>Office of the Associate Director (Buildings and Grounds Services)</b>
<b>Approver:</b>	<b>Associate Vice-President (Operations and Maintenance)</b>
<b>Scope:</b>	<b>Compliance with University policy extends to all members of the University community.</b>

### Overview

Outdoor sites can be booked by Faculties, Departments, Administrative Units and Registered Student Groups and can be scheduled at any time throughout the year.

This procedure does not apply to off-campus individuals and groups. If you are an off-campus individual or group, you may have certain sites approved for outdoor photography – see [Outdoor Photography](#). Anyone requesting permission to film on campus should contact University Relations.

### Purpose

This procedure outlines the steps for staff and students to follow to book exterior spaces on the North Campus, South Campus and Campus St. Jean.

### PROCEDURE

#### 1. REQUEST TO RESERVE EXTERIOR SPACE

All groups holding outdoor events on campus must book the site to ensure their events do not interfere with other groups. A request to book an outdoor site requires the Outdoor Site Request Form. Requests should be submitted to Facilities and Operations a minimum of 10 business days prior to the event by e-mail or regular campus mail. The request form provides the contact address and telephone numbers. Please note, further details may be required and additional deadlines may apply depending on the size of your event. Refer to the Outdoor Site Request Form for additional booking requirements and submission timelines.

#### 2. SUBMITTING A REQUEST

Submitting a request does not approve the event itself, only the reservation of the space. Risk Management may require that waivers be signed by participants for any events that include an unusual or high-risk activity or possibility of damage to university property. Approval may also be required by the Dean or Director of the requesting faculty or department. All Student Group events must be approved by the Office of the Dean of Students – see the Student Groups Procedure or contact the Student Event Risk Management Coordinator.

### 3. OUTDOOR SITE REQUEST FORM

An “Outdoor Site Request Form” is returned to the individual or group requiring reserved space. Groups should keep this form to hand during the event as proof of booking.

### 4. INVOICING

Groups or individuals are invoiced if other items relating to the event have been requested. Account numbers should be added to the Outdoor Site Request Form and a signed copy returned to Facilities and Operations.

The following topics are described in greater detail below:

#### [ALCOHOL AT UNIVERSITY EVENTS](#)

#### [BARBECUES](#)

#### [CHARGEABLE ITEMS](#)

#### [ELECTRICAL ACCESS](#)

#### [FOOD SALES](#)

#### [SITE CLEANUP](#)

#### [WASTE, RECYCLING AND ORGANICS BINS](#)

#### [INDOOR EVENT SITE BOOKING](#)

#### [PHOTOGRAPHY](#)

#### [SPORTS FIELDS](#)

- ALCOHOL AT UNIVERSITY EVENTS

Fencing is required for all events where liquor is served and must be supplied and installed by Facilities and Operations. See the [Alcohol Policy](#) and associated procedures for further information on events where alcohol is served.

- BARBECUES

Barbeques must be either propane or coal fueled. Natural gas is not available on campus.

Barbeques can either be privately supplied by the group hosting the outdoor event, or rented from a company providing this service. Facilities & Operations does not rent barbecues.

All barbecues must have on-site, an approved Fire & Life Safety fire extinguisher (minimum 5 lb. ABC). Fire extinguishers are available at L'Express in SUB.

Barbecues must be set away from entrances and air intakes so that smoke is not drawn into nearby buildings.

For safety reasons, a piece of carpet or tarp should be placed under the barbecue to catch any grease dripping on the cement or paving stones.

- CHARGEABLE ITEMS

A detailed list of items carrying an additional charge is provided on the Outdoor Site Request Form.

- ELECTRICAL ACCESS

Electrical access at outdoor sites requires a separate work requisition. Contact the [Outdoor Site Booking Coordinator](#) for more information.

- FOOD SALES

If food is being sold or if the event is a fundraiser, all groups must follow the guidelines provided by Alberta Health Services (AHS).

- SITE CLEANUP

Event organizers and their groups are responsible for all site clean-up. Additional charges may be levied if Buildings and Grounds Services are required to repair or recondition the site, or devote additional time to site clean-up.

Ash and/or hot coals from barbeques must be properly disposed of and must not be deposited into shrub or flowerbeds.

All signs announcing and advertising the event must be removed at the event's completion. Spray paint or spray chalk is not permitted on any surface.

Vehicles are not allowed on grassed areas without prior authorization.

- WASTE, RECYCLING AND ORGANICS BINS

To reduce the amount of waste produced on campus, event organizers are encouraged to use reusable dishes and cutlery where possible and order recycling and/or organics bins.

Garbage bags for the waste bins and compostable bags for the organics bins will be provided by the Buildings and Grounds staff.

Bins will have labels that identify acceptable materials.

All recycling and organics bins will be emptied by Buildings and Grounds staff. All waste bins will be the responsibility of the event staff. Waste bins can be emptied into any green waste dumpster or compactor at any building loading dock. Permanent outdoor containers are not to be used to dispose of waste from outdoor events.

- INDOOR EVENT SITE BOOKING

Facilities and Operations does not book space inside University buildings. See the [Short-Term Casual Event Booking Procedure](#).

- PHOTOGRAPHY

All outdoor photography must be pre-booked through Facilities and Operations by contacting the Site Booking Coordinator directly (see [Outdoor Photography](#) information on the Facilities & Operations website). The Outdoor Site Request Form is not required.

Indoor photography is not allowed in campus buildings.

- SPORTS FIELDS

Individuals or groups wishing to book sports fields should contact the Faculty of Physical Education and Recreation directly.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [[▲Top](#)]

<b>Outdoor Event</b>	Any event planned and organized by an officially recognized University of Alberta group which takes place outside of University Buildings. Also includes scheduled photography sessions by private groups and members of the campus community.
<b>Registered Student Groups</b>	A student group registered with the Students' Union Office of the Director of Student Groups. Student group registration is required in accordance with General Faculties Council Policy.

## **FORMS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲Top](#)]

[Outdoor Site Request Form](#)

[Work Requisition - Campus Form](#)

## **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲Top](#)]

[Alcohol Policy \(UAPPOL\)](#)

[Ancillary Services](#)

[Buildings and Grounds Services](#)

[Alberta Health Services \(AHS\)](#)

[Code of Student Behaviour](#)

[Conference Services](#)

[Department of Music](#)

[Environment, Health & Safety](#)

[Facilities and Operations](#)

[Faculty of Physical Education and Recreation](#)

[Office of the Dean of Students](#)

[Operations and Maintenance](#)

[Outdoor Site Booking Coordinator](#)

[Short-Term Casual Event Booking Procedure \(UAPPOL\)](#)

[University Relations](#)

[Office of the Registrar](#)

[Risk Management Services](#)

[Guest Parking Procedure \(UAPPOL\)](#)

[Student Group Services - Waivers](#)

## **PUBLISHED PROCEDURES OF THE PARENT POLICY**

- [Classroom Scheduling for Courses Procedure](#)
- [Outdoor Site Booking Procedure](#)
- [Pets on Campus Procedure](#)
- [Posting Announcements, Notices and Banners Procedure](#)
- [Short-Term Casual Event Booking Procedure](#)
- [Space Management Procedure](#)
- [Use of University Equipment by Professors Emeriti Procedure & Guideline](#)
- [Vending Procedure](#)