

Original Approval Date: June 27, 2005

Most Recent Update: June 15, 2019

Parent Policy: [Space Management Policy](#)

Outdoor Site Booking Procedure

Office of Administrative Responsibility:	Director (Buildings, Ground Services and Environmental Services)
Approver:	Associate Vice-President (Operations and Maintenance)
Scope:	Compliance with this University policy extends to all academic, support and excluded staff, postdoctoral fellows, and academic colleagues as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories) , undergraduate, graduate, Faculty of Extension students, emeriti, members of the Board of Governors, visitors to campus, visiting speakers and scholars, third party contactors and volunteers.

Overview

The University of Alberta acknowledges that it is of benefit for the University community to have access to outdoor university space for the benefit of academic and non-academic pursuits. At the same time, the university is responsible for taking reasonable steps to ensure the safety of all members of the university community and its visitors, to ensure the proper functioning of the university, for protecting and managing its property, and for exercising good stewardship of public resources. In the context of these responsibilities, the university permits the use of university space for outdoor events by members of the university community and reserves the right to deny the use of space or to make activities within University space subject to conditions - such as security, insurance, or signature of a waiver. The University also retains the discretion to revoke approval at any time prior to the event. The University may exercise these rights at its sole discretion.

Any activity taking place within University space must comply with applicable laws and University policies.

Facilities and Operations (F&O) manages all University space, and is allocated to approve occupants. The University of Alberta has delegated authority to Facilities and Operations to approve or deny short-term use of centrally scheduled space, reserves the right to manage and restrict access to University space, and based on certain factors. These factors include but are not limited to, group size, nature of the event, whether food and beverage are served, the size and location of the space, and the timing of the event.

The proponent is responsible for any costs occasioned by an approved use of outdoor space, including costs related to mitigating unanticipated risks associated with the event.

The University values the expression of diverse points of view. Where the event is lawful and compliant with University policies and procedures, content will not be a factor in determining approval to use University space for short-term casual events.

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

To outline the steps for faculty, staff, students, and other parties to book exterior University space on North Campus, South Campus, Augustana Campus, and Campus Saint-Jean, to ensure the such uses comply with applicable law and University policy, and to provide mechanisms to ensure that risks associated with the use of space are identified and mitigated.

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. APPROVAL OF REQUESTS

Submitting a request does not approve the event itself, only the reservation of the space. The Dean or Director of the requesting faculty or department may also require approval. 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. Approval may also be subject to additional conditions as described below.

Events must abide by all University policies and procedures, and all applicable municipal bylaws, Provincial and Federal statutes and regulations.

3. SECURITY

University of Alberta Protective Services (UAPS) may be consulted with respect to certain events. UAPS will assess events to determine the risk and level of service that may be required. Security arrangements are subject to staff availability and any fees for these services, including access to buildings outside of regular building hours (see Campus Building Hours), will be the responsibility of the user group. Security assessments are coordinated as part of the space booking process, by contacting Buildings and Grounds Services, who will work with University of Alberta Protective Services (UAPS) to provide a service requirement and cost estimate.

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.

4. OUTDOOR SITE REQUEST FORM

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

5. FEES AND INVOICING

Groups or individuals are invoiced if other items relating to the event have been requested. Fees will apply for additional requirements requested by the user groups (i.e. technology support), or as determined to be required or assessed by University of Alberta Protective Services, Facilities and Operations (i.e. security, conference coordination, cleaning), or pursuant to any other policy or procedure. Account numbers should be added to the Outdoor Site Request Form and a signed copy returned to Facilities and Operations.

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. Facilities & Operations does not rent barbecues. When using any fuel type barbecues, a fire extinguisher (B) should be accessible and fully charged for immediate use. The type of fire extinguisher needs to be appropriate for the specific possible hazards where the fire extinguisher is located. The fire extinguisher must have a label to identify which type of fire that fire extinguisher is designed for. The fire extinguisher should have an annual inspection tag identifying the date of the most recent inspection. The inspection should not be greater than one year from the date of use.

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.

The Buildings and Grounds staff will provide garbage bags for the waste bins and compostable bags for the organics bins.

Bins will have labels that identify acceptable materials. Buildings and Grounds staff will empty all recycling and organics bins. 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 Kinesiology, Sport, 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](#)

Outdoor Event	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.
Registered Student Groups	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. [[▲Top](#)]

[Outdoor Site Request Form](#)

[Work Requisition - Campus Form](#)

RELATED LINKS

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

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

[Ancillary Services](#)

[Buildings and Grounds Services](#)

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

[Code of Student Behaviour](#)

[Conference Services](#)

[Environment, Health & Safety](#)

[Facilities and Operations](#)

[Faculty of Kinesiology, Sport, and Recreation](#)

[Vice-Provost and Dean of Students](#)

[Operations and Maintenance](#)

[Outdoor Site Booking Coordinator](#)

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

[Student Groups Procedure \(UAPPOL\)](#)

[Office of the Registrar](#)

[Risk Management Services](#)

[Parking Policy Appendix A: Parking Operations \(UAPPOL\)](#)

[Student Group Services - Waivers](#)

PUBLISHED PROCEDURES OF THE PARENT POLICY

- [Classroom Scheduling for Courses 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](#)