

**Approval Date: March 22, 2010**
**Most Recent Approval Date: December 4, 2015**
**Parent Policy: [Space Management Policy](#)**

## Short-Term Casual Event Booking Procedure

<b>Office of Administrative Responsibility:</b>	Office of the Registrar
<b>Approver:</b>	Vice-Provost and University Registrar and Associate Vice-President, Ancillary Services
<b>Scope:</b>	Compliance with this University procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B) in addition to third party contractors, visiting speakers, volunteers, professors emeriti, undergraduate students, graduate students, post-doctoral fellows and visitors to campus.

### Overview

All university space is managed centrally by Facilities and Operations (F&O), Space Management Department, and is allocated to approved occupants. F&O entrusts **centrally scheduled space** to the Office of the Registrar, Examinations and Timetabling Division (ETT) for the purposes of scheduling academic **courses** and exams, and for scheduling **short-term casual events**. This procedure applies to all short-term casual events in centrally scheduled space.

The university reserves the right to manage and restrict access to university space and has delegated authority to ETT and Conference Services to approve or deny short-term use of centrally scheduled space based on factors, including but not limited to group size, nature of the event, how the event is advertised, whether food and beverage are served, the size and location of the space, and the timing of the event.

Information on how ETT schedules classrooms for courses is found in the [Classroom Scheduling for Courses Procedure](#).

Contact information for other University spaces available for short-term bookings can be found in the [Other Campus Facilities For Indoor Events Infodoc](#). To book outdoor space, see [Outdoor Site Booking Procedure](#) or [Outdoor Photography](#).

### Purpose

To outline the process for booking and using centrally scheduled space on a short-term, casual basis.

## **PROCEDURE**

First priority in booking centrally scheduled space is given to academic courses and exams. Other requests will be considered on a first come, first serve basis with priority being given first to **university affiliates**, then to academic conferences, and finally to off-campus groups.

Requests for the use of classroom space can only be considered after the registration deadline for each term has passed. Also, ETT will not book rooms during the final examination period until the final schedule for examinations has been posted. [see [Academic Schedule](#) for updated deadlines].

Events must abide by all University policies and procedures, and all applicable municipal bylaws, Provincial and Federal statutes and regulations. No event will be approved that directly competes with existing University programs.

Submitting a request to Conference Services or ETT does not approve the event itself, only the reservation of the space.

## FOOD AND BEVERAGE REGULATIONS

Any event wishing to offer food and/or beverage service must work with Conference Services or ETT to ensure an appropriate venue, and compliance with all agreements and regulations, including exclusive supplier contracts and Alberta Health Services food service regulations.

Under special circumstances, and only in approved areas, alcoholic beverages may be served at a function in accordance with the [Alcohol Policy](#). Contact Conference Services or ETT for further information.

## 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 Conference Services or ETT, who will work with University of Alberta Protective Services (UAPS) to provide a service requirement and cost estimate.

## FEES

Fees are assessed based on group size, nature of the event, the size of the space, and the timing of the event. Fees will apply for additional requirements requested by the user groups (i.e. technology support), or as determined to be required or assessed by UAPS, Conference Services, or Operations and Maintenance (i.e. security, conference coordination, cleaning), or pursuant to any other policy or procedure.

## USER GROUPS

### 1. BOOKINGS FOR UNIVERSITY AFFILIATES

University affiliates may book space for **approved activities** by contacting ETT. Note that all conference bookings are handled under the procedures laid out in #3 below.

For approved activities, there is normally no room rental charge, unless a registration or admission fee is charged to attendees, in which case room rental charges may apply. Other charges may apply if additional equipment, facilities, or services are required for the event (i.e. security, technology, cleaning) or if the event is occurring outside of the university's normal operating hours (i.e. cleaning charges apply on weekends and evenings). Charges are assessed at the time of booking and are based on the fee-schedule outlined by Conference Services.

All **Student Group events**, except for regular meetings or annual general meetings attended exclusively by group members, must be approved by the Office of the Dean of Students. Space bookings with ETT can only be tentatively booked until the event has been confirmed – see the [Student Groups Procedure](#) or contact the [Student Event Risk Management Coordinator](#).

Students and University staff from Faculties, Departments and other units making bookings for **personal functions** must rent the rooms through Conference Services. Individuals associated with the university cannot book space on behalf of a third party.

Groups that do not provide full and accurate information, or who use the space in an inappropriate manner may lose their booking privileges. Student Groups may face further action under the [Code of Student Behaviour](#) and [Student Groups Procedure](#).

## 2. BOOKINGS FOR OFF-CAMPUS GROUPS

Requests for space from persons not affiliated with the University, including outside academic associations, community, and not-for-profit groups, are referred to Conference Services for processing and approval. Room rental charges will apply to bookings for off-campus groups. General liability insurance is a mandatory requirement for all off-campus groups having an event in university space.

The University reserves the right to ask for proof that the renter has purchased a general liability insurance policy covering bodily injury, including death, and property loss or damage, in the amount not less than two million dollars per occurrence or such other amount as may be required by the University by notice in writing. Such policy shall name the University, its Governors, employees and agents and all others for whom it may be in law responsible.

Note that all conference bookings are handled under the procedures laid out in #3 below.

## 3. BOOKINGS FOR CONFERENCES

Bookings for any conferences involving associations that are local, provincial, national or international will be referred to Conference Services. Room rental charges, as well as charges for other services (i.e. security, technology, cleaning) will be assessed. [See Fees Section above, or contact [Conference Services](#) for further information.]

## **DEFINITIONS**

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

<b>Centrally Scheduled Space</b>	Classrooms, lecture theatres, and non-classroom space under the control of Examinations and Timetabling, in the Office of the Registrar.
<b>Courses</b>	Those courses approved by General Faculties Council (GFC) and offered by the University of Alberta.
<b>Short-term Casual Event</b>	Use of centrally-controlled space for purposes other than scheduled sections of GFC-approved courses. Examples include, but are not limited to: conferences, student group events, approved activities associated with University affiliates, and personal functions.
<b>University affiliates</b>	A university faculty, department or unit, an administrative unit, a university group or a University Student Group (defined by GFC as a group of students which has registered with and is recognized by the Dean of Students; examples include, but are not limited to a club, association, organization, society, fraternity or Fellowship), as well as groups associated with the university such as Centres and Institutes, NASA, and AASUA.
<b>Approved Activities</b>	Those activities that, for University affiliates, represent activities associated with the group or unit doing the booking and include approved Student Group events. For University affiliates, some examples include meetings, extra seminar time, class review sessions and hosting of guest speakers.
<b>Student Group events</b>	Any student function organized by a registered student group for its members and their guests, on or off campus, and which have been approved by the Dean of Students in accordance with the Student Groups Procedure as may be amended from time to time, including but not limited to, social events, demonstrations, information sessions, displays, events involving alcohol, travel, fundraising, guest speakers,

	physical activity or events involving the issuance of a gaming license from the Alberta Gaming and Liquor Commission (raffle, 50-50 draw, casino).
<b>Off-Campus Groups</b>	Any group that makes a request for use of space and is not considered a University affiliate, according to the definition thereof.
<b>Personal Function</b>	An event, held by a University affiliate or member of a University Group that is not related to the functions of that group (i.e. wedding receptions, family reunions).

## **FORMS**

There are no forms for this procedure. [[▲Top](#)]

## **RELATED LINKS**

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

[Information Services and Technology \(IST\)](#) (University of Alberta)

[Alcohol Policy](#) (UAPPOL)

[University of Alberta Protective Services](#) (University of Alberta)

[Conference Services](#) (University of Alberta)

[Outdoor Site Booking Procedure](#) (UAPPOL)

[Office of the Registrar](#) (University of Alberta)

[Other Campus Facilities for Indoor Events Infodoc](#) (UAPPOL)

[PAL Insurance Brokers](#)

[Student Group Services](#) (University of Alberta)

[Student Group Procedure](#) (UAPPOL)