

Original Approval Date: March 22, 2010

Most Recent Update: June 15, 2019

Parent Policy: [Space Management Policy](#)

Short-Term Casual Event Booking Procedure

Office of Administrative Responsibility:	Office of the Registrar
Approver:	Vice-Provost and University Registrar and Associate Vice-President, Ancillary Services
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

All university space is managed centrally by Facilities and Operations (F&O), Space Management Office, and is allocated to approved occupants. Facilities and Operations 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 of Alberta acknowledges that short-term casual events provide academic and non-academic benefits to the University community. 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 short-term casual events 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.

The University reserves the right to manage and restrict access to University space. Authority has been delegated to ETT and Conference Services to approve or deny short-term use of centrally scheduled space. This is 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.

The proponent is responsible for any costs occasioned by a short-term casual event, 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 unless the event competes with existing University programs.

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 to ensure 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. REQUESTS TO RESERVE CENTRALLY MANAGED SPACE

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].

2. APPROVAL OF REQUESTS

Submitting a request to Conference Services or ETT does not approve the event itself, only the request to reserve space. Approval by the Dean or Director of the requesting faculty or department may also be required. 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.

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 request to reserve space.

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

Risk Management Services 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. 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.

5. 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, zero waste and garbage bins), or pursuant to any other policy or procedure.

USER GROUPS

1. BOOKINGS FOR UNIVERSITY AFFILIATES

University affiliates may book space for **permitted activities** by contacting ETT. Note that all conference bookings are handled under the procedures laid out in the Bookings for Conferences section below, and that activities meeting this definition may require specific approvals (e.g. by Dean of Students or a unit director) to proceed.

For approved activities, there is normally no room rental charge, unless a registration or admission fee is charged to attendees, or the majority of the attendees are from off campus, 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.

The Office of the Dean of Students must approve all Student Group events, except for regular meetings or annual general meetings attended exclusively by group members. 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 NON-UNIVERSITY 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.

Groups that do not provide full and accurate information, or who use the space in an inappropriate manner, may lose their booking privileges.

Note that all conference bookings are handled under the procedures laid out below under Bookings and Conferences.

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]	
Centrally Scheduled Space	Classrooms, lecture theatres, and non-classroom space under the control of Examinations and Timetabling, in the Office of the Registrar.
Courses	Those courses approved by General Faculties Council (GFC) and offered by the University of Alberta.
Short-term Casual Event	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.
University affiliates	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.
Permitted Activities for University Affiliates	Those activities 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.
Student Group events	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. 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 and Cannabis (raffle, 50-50 draw, casino).
Off-Campus Groups	Any group that makes a request for use of space and is not considered a University affiliate, according to the definition thereof.
Personal Function	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. [[▲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)