



**Policy Name:** Booking Space on Campus  
**Originating/Responsible Department:** University Services  
**Approval Authority:** Senior Management Committee  
**Date of Original Policy:** May 2007  
**Last Updated:** August 2009  
**Mandatory Revision Date:** August 2014  
**Contact:** Assistant Vice-President (University Services)

**Policy:**

The University has the right and responsibility to manage the use of, and access to, its interior and exterior space to ensure that the University's academic and non-academic activities, the safety of the community and facilities, and the University's reputation are not compromised. This policy outlines appropriate procedures and conditions and/or limitations regarding the use and booking of University spaces.

**Purpose:**

This policy has been established to ensure that University space is used efficiently and responsibly and in ways consistent with its values and priorities. This policy will ensure that the events do not impact on the normal operations of the University particularly academic activities such as lectures, seminars, and work groups related to teaching.

**Scope:**

This document contains the following sections all of which form part of the Space Booking Policy:

- Section 1 Procedures
- Section 2 Guidelines For Booking and Display in the University Centre Galleria – Appropriate Use
- Section 3 Guidelines For Booking and Display in the University Centre Galleria – Space Booking & Event Protocol
- Section 4 Layout of the University Centre Galleria
- Section 5 Appendices

The following spaces are also the subject of this policy:

Large Spaces

- i. All outdoor space - See Appendix A
- ii. Porter Hall, University Centre
- iii. Fenn Lounge, Residence Commons
- iv. University Centre Galleria – See Appendix B
- v. Southam Hall Theatres

## SECTION 1

### Procedures:

1. This policy sets out how University space is to be booked, associated fees and charges are to be levied and the activities that can be accommodated.
  - a) Large University space is managed and booked through the Department of Housing and Conference Services.
  - b) University Centre Galleria is managed and booked by Information Carleton and CUSA depending on the space involved. CUSA shall book their rented space as outlined in Section 3. Information Carleton shall be the Booking Office for all other Galleria space. Three tables will be provided as bookable space for the University students and others and shall be subject to this policy.
2. Any event planned for University space may be subject to approval by Campus Safety, Physical Plant, University Services, and/or the Finance Office (Risk Management and Insurance). This policy must be read in conjunction with other University policies that impact the use of University space.
3. Normally, the priority ranking for the use of University space that is generally available for booking will be:
  - a) Academic or Administrative Users;
  - b) Academic Invitees;
  - c) Recognized Student Groups; and
  - d) Approved third parties.

Bookings are subject to change and/or cancelled by the University without notice.

4. The University department (or, where applicable, CUSA) that manages the booking process for an event is responsible for ensuring that users are informed of their responsibilities under this and other related University policies and that, where applicable, all relevant information on indemnity and liability has been communicated and all appropriate agreements concluded.
5. University departments and/or organizations may book facilities by contacting the responsible Booking Office. Students or student groups wishing to use University space or sponsor an invited group may do so through the appropriate student group (CUSA, CASG, GSA or RRRRA). All requests for the booking of University space will be in writing and will require a minimum notice of ten (10) business days to the Booking Office.
6. Use of University space by third party organizations may, at times, be authorized by a Booking Office however the activities undertaken must comply with University policies and regulations. An off-campus organization or individual may be sponsored by an academic or administrative unit and shall also be subject to University policies and regulations.
7. The sponsoring department/group will be responsible for ensuring all charges for costs incurred as a result of booking space for an off-campus organization are paid promptly. When additional services (e.g., University Safety, Physical Plant, IMS staff, etc.) are required, the sponsoring department will make the necessary arrangements with the appropriate University department. In all cases, the sponsor is responsible for ensuring that all charges incurred by an on- or off-campus organization are paid promptly and becomes liable for any charges left unpaid 30 days following invoice.

8. Groups or individuals will not be permitted to charge admission to any function or collect monies from persons attending an event held in University space for which no rental fee is being paid. When any fee is sought, or a donation is requested or admission is charged a rental fee will be levied.
9. Additional fees for service will be charged if a specified room or space set up is requested or if a room or space is not returned to its original state. A fee will also be imposed if any clean-up or garbage removal is required. Those booking space are strongly encouraged to return the space or room to its original state to avoid such charges.
10. Space will not be booked to groups or individuals who have outstanding payment balances to the University.

**Charges:**

1. Rental Fees: Rental fees will be charged to third party groups or any groups that charge admission or seeks donations. Fees are based on the annual operating charges of the space in question. These charges will be reviewed annually. See Section 5 - Appendix C for Rental Fees
2. Set-Up charges: These charges are to be levied when space is booked, with or without charge, when a space requires a specific furniture and equipment configuration, additional clean up or garbage removal is required, or when a space is not returned to its original condition.
3. Audio-visual, signage, food: Requirements for audio visual equipment, signage or food service, etc are to be contracted with the appropriate University department. The use of external equipment and services is prohibited.
4. Extraordinary Charges: Extraordinary charges will be levied when an individual or group fails to comply with this policy and the charge will be equal to double the Rental fee for the said space. Furthermore, should the University learn, prior to the event, that the individual or group booking the space has knowingly provided false information concerning the nature of the event, the University may cancel the booking and retain all deposits that have been paid to reserve the space.

**Booking and use of table space in the University Centre Galleria (Area “B” – Section 5-Appendix B)**

**Restrictions and Conditions:**

1. Tables
  - a) Only three (3) tables shall be allowed in area “B” of the University Centre Galleria and must be placed as indicated.
  - b) Those booking space for tables in the University Galleria shall make their own arrangements for tables they require. The University will not provide tables free of charge.
  - c) Tables shall only be permitted in certain locations within the Galleria (see Section 5 – Appendix B and the CUSA designated space)
  - d) No third party commercial sales or marketing will be allowed in the Galleria or other public spaces without the written approval of University Services, with the exception of “Student Phones” and “TravelCuts” which may only be located within the CUSA designated space.
  - e) Posters, placards, banners, flags, etc., cannot be displayed without prior approval of the Booking Office.
  - f) Nothing shall be placed in front of a table or in any way impede the movement of people in the Galleria

## 2. Noise Restrictions

Due to the proximity of office and classrooms the University will not permit excessive noise to be created during an event. There is a requirement to ensure that noise does not create a disturbance to the occupants of the classrooms and offices or interfere with the normal university activities. Those booking University spaces must ensure that any noise generated by their activities is kept to a minimum. No “boom boxes” amplifiers or sound systems are allowed without the approval of University Services.

## 3. Permit Display

When a table space is booked in the Galleria area B, a “permit”, supplied by the Booking Office, must be affixed to the front of the table. If a permit is not displayed the booking will be invalidated. The “permit” will display the name and contact details of the person who made the booking, the purpose, date and time the booking is for and any special restrictions imposed.

## 4. Fundraising

- a) A recognized and approved group may only book space for fund raising once per term.
- b) Fund raising activities shall be subject to approval by the Booking Office and cannot include the selling of commercially produced food or beverages items. No food items that require temperature control or regulation are permitted to be sold or given away, free or by donation.
- c) Only recognized University groups are permitted to fund raise.
- d) Any sale of clothing or apparel will be subject to the University’s Commercial Activities and Code of Conduct for Apparel Supplies and Trademark Licensees policies.

## 5. Risk Assessment

Certain events may be the subject of a “risk assessment” by the University. The University shall determine if such an event is permissible or not.

## 6. Application Process

Those wishing to book a table may submit a completed University Centre Galleria Space Application form to the appropriate Booking Office

The University Centre Galleria Space Application form must be submitted ten (10) business days prior to the meeting or event. Applications submitted with less than this advance notice will be deemed a “Short Notice Application” and will be granted at the discretion of the Booking Office.

All applications must include a complete description of the intended event, including the following:

- a) The purpose or nature of the table rental/event;
- b) Complete list of all activities, displays and promotion planned;
- c) General set-up guidelines, including maps, placement, etc.
- d) Signed declaration to abide by Space Booking Policy and all related policies of the University

Failure to abide by this policy will result in cancellation of booking privileges.

7. CUSA booked Galleria Space:

The use of CUSA booked Galleria space shall be governed by the previously agreed to protocol (see Section 3) and this policy.

**Contacts:**

Assistant Vice-President (University Services)

**Links to related Policies:**

Commercial Activities, Alcohol, Food Services, Posting Policy, Conduct for Apparel Supplies and Trademark Licensees.

## SECTION 2

### **Carleton University Guidelines for Booking and Display In the University Centre Galleria**

#### **Appropriate Use**

These guidelines are designed to assist in determining appropriate use of space in the University Centre Galleria (the "Galleria"). They apply both to space in the Galleria booked through Carleton University (the "University"), and to space in the Galleria booked through the Carleton University Students' Association ("CUSA"). The procedures for booking space in the Galleria are developed and employed separately by the University and CUSA for their individual space allotment. In both situations, however, these Guidelines govern the determination of appropriate use in every case, including in particular (but without limitation) the form and content of all display materials used or intended to be used in the Galleria.

These Guidelines apply to the determination of appropriate use whether the booking party is internal or external to the University and/or CUSA.

The appropriate use of space for each booking in the Galleria will be determined by the Vice-President (Internal Affairs) in the case of space booked through CUSA Vice-President (Internal) and the Manager, Info Carleton in the case of space booked through the University (collectively, the "Booking Office" and individually a "Booking Office"). The Booking Office shall consider such evidence of the proposed use as they may reasonably require so as allowing the Booking Office to make an informed decision. A decision of a Booking Office to deny a proposed use of space in the Galleria may be appealed in writing to the University Secretary, whose decision on the matter shall be final.

In the event that any member of the University community is offended by an actual use of booked space in the Galleria, then such member of the University community may apply to the Booking Office to have the Booking Office reconsider its decision, indicating the reasons for taking offense and the sections of these Guidelines alleged to be violated by such use. The Booking Office shall decide at its earliest possible opportunity either to require that the use about which complaint has been made be discontinued immediately, or that the use may continue. The decision of the Booking Office in these respects shall be communicated to interested parties at the first opportunity. Any interested party feeling aggrieved by such decision may appeal the decision in writing to the University Secretary, whose decision on the matter shall be final.

In making decisions on the appropriate use of space in the Galleria, the Booking Office and (in the case of an appeal) the University Secretary shall be guided by the following principles. Any actual or proposed use of the Galleria considered by the Booking Office or (in the case of an appeal) the University Secretary to violate these Guidelines in whole or in part shall be prohibited. Decisions of the Booking Office (even if under appeal) and the University Secretary must be complied with immediately. Those who may have concerns regarding the use or booking of the Galleria space, are strongly encouraged to discuss their issues with the University's Equity Services office, 503 Robertson Hall.

The University is fully committed to promoting and advocating for freedom of expression. At the same time, it has a responsibility to ensure that all members of its community can reasonably expect to pursue their work and studies in a safe and civil environment, all as outlined in the University's Human Rights Policies and Procedures. Follow this link to view the complete policy:

<http://www2.carleton.ca/equity/human-rights/policy/>

Without restricting the generality of paragraph 1 above, the University's Human Rights Policies and Procedures provide that membership in the University community entails certain rights and responsibilities, including an obligation to deal ethically and fairly with other members of the community

and not to discriminate or harass. The University requires tolerance, civil conduct and respect for the rights of others. It endeavours to provide a safe environment, conducive to personal and intellectual growth, which is not only free of discrimination, injustice and actual or threatened violence, but is also characterized by understanding, respect, peace, tolerance, trust, openness and fairness.

These Guidelines are not to be interpreted by the Booking Office or (in the case of an appeal) the University Secretary so as to detract unreasonably from the right of all members of the University community to engage in the frank discussion of potentially controversial matters, such as race, sex, sexual orientation, gender identity, politics or religion. However, for the purposes of these Guidelines such discussion must not involve the use of space in the Galleria in a manner inconsistent with the provisions of the University's Human Rights Policies and Procedures, referred to in paragraph 1 above.

Without limiting the generality of the foregoing paragraphs of these Guidelines, and merely for the sake of greater certainty, the following types of display will be considered inappropriate use of space in the Galleria, and will be prohibited by the Booking Office or, on appeal, the University Secretary:

- a) Displays that, in the reasonable interpretation of the Booking Office or (on appeal) the University Secretary, are defamatory. Defamatory displays are those that injure the character or reputation of an identifiable person or group by false and malicious statements or representations.
- b) Displays that, in the reasonable interpretation of the Booking Office or (on appeal) the University Secretary, tend to the promotion of genocide or hatred against a group distinguished by colour, race, religion, ethnic origin or sexual orientation. In coming to their determination pursuant to this subparagraph, the Booking Office and (on appeal) the University Secretary will be guided by the provisions of the Criminal Code of Canada, RSC 1985, c. C-46 as amended, ss. 318 and 319, and the jurisprudence available to assist in the interpretation of those provisions.
- c) Displays that, in the reasonable interpretation of the Booking Office or (on appeal) the University Secretary, are insensitive to the norms of civil discourse in a free and democratic society. The concept of civility for this purpose includes (but is not necessarily limited to) etiquette, tolerance and a commitment to the possibility of mutual understanding.

## SECTION 3

### CUSA SPACE ONLY

#### Carleton University University Centre Galleria

#### Space Booking and Event Protocol

#### 1. Displays and Recruitment:

##### Space available:

The Galleria area of the University Centre is available (with certain exceptions) for displays, demonstrations, recruitment, lectures, information dissemination and events. There is designated space which can only be booked through the Carleton University Students' Association (CUSA). All other space is booked through the University in accordance with the procedures set out in Section 1. While there are separate booking procedures for the designated CUSA space, all other sections of this policy, including permissible Activities and Restrictions, apply to the entire Galleria space including that space which is designated as CUSA booked space.

##### Permissible Activities:

Displays and Demonstrations	The exhibition or demonstration of art, music, drama or sport. The activity is not designed to generate revenue.
Recruitment	The presentation of materials and information aimed at recruiting people for employment, higher education or academic studies. The activity is not designed to generate revenue.
Information Dissemination	The presentation of materials aimed at informing the Carleton University community of the existence or activities of Carleton-based clubs, committees, teams, departments or other formal groups that are recognized by Carleton University, Carleton University Students' Association or the Graduate Students' Association. The activity is not designed to generate revenue and is not available to external clients, but may be available to preferred external clients if sponsored by an internal client.
Events	Events, such as dinners, announcements, lectures, presentations, etc.

##### Restrictions on the Use of the Galleria Space:

The Carleton University Centre Galleria area is primarily for the benefit of students and the University community. The following restrictions are designed to ensure a safe, clean, enjoyable environment for all guests and occupants of the building.

The following activities/sales will not be permitted in the space:

1. The sale of second-hand goods, fire sale stock or bankrupt stock;



2. Wholesale merchandising;
3. An auction, flea market, arcade, bingo hall, casino or similar gaming establishment, liquidation sales, or any other external vendor activity;
4. The sale or the supply of any service, or any activity which would (a) tend to lower the character of the University, (b) constitute unethical, deceptive or fraudulent advertising or selling procedures or practices, (c) be objectionable, or (d) be a nuisance.
5. Any unlawful purpose or activity;
6. The sale of goods that use or carry counterfeit or imitations of a legally registered trademark;
7. Any barter or trade of goods.

Note: Any exemptions to these restrictions will be considered on a case-by-case basis.

### **Other Restrictions**

All food and drink served in the Galleria must be provided through Carleton University Dining Services. Exemptions may be granted on a case-by-case basis for student groups and associations holding cultural events. An application for an exemption will be considered by the Assistant Vice-President (University Services).

## **2. Booking Procedures:**

The following client group categories will be used by the University and CUSA in establishing priorities and rates for space booking.

### **Client Group Categories**

#### **Internal Clients**

- a) Carleton University Students' Association, elected officials, recognized clubs or committees as determined by the CUSA Executive.
- b) Carleton Graduate Students' Association (GSA) staff, elected officials, recognized clubs or committees as determined by the GSA Executive.
- c) Carleton University (CU) faculty, staff, recognized clubs or committees.

#### **Preferred External Clients**

- a) Formal Not-for-Profit Organizations, including other educational institutions, charities, etc.
- b) Carleton Alumni.
- c) Retired staff or faculty.

#### **Other External Clients**

- a) Student Phone and TravelCuts

There will be designated space in the Galleria which will be booked in accordance with procedures established by the Carleton University Students' Association (CUSA). The application process for booking that space will be provided by CUSA.

The following procedures apply to booking all other Galleria space:

Internal clients may submit a completed University Centre Galleria Space Application and Contract Form to the appropriate Booking Office. A confirmation of the booking will be sent back within three (3) business days.

The University Centre Galleria Space Application form must be submitted ten (10) business days prior to the meeting or event.

All applications must include a complete description of the intended event, including the following:

- a) The purpose or nature of the table rental/event;
- b) Complete list of all activities, displays and promotion planned;
- c) General set-up guidelines, including maps, placement, etc.
- d) Signed declaration to abide by Space Booking Policy and all related policies of the University

**Rates:**

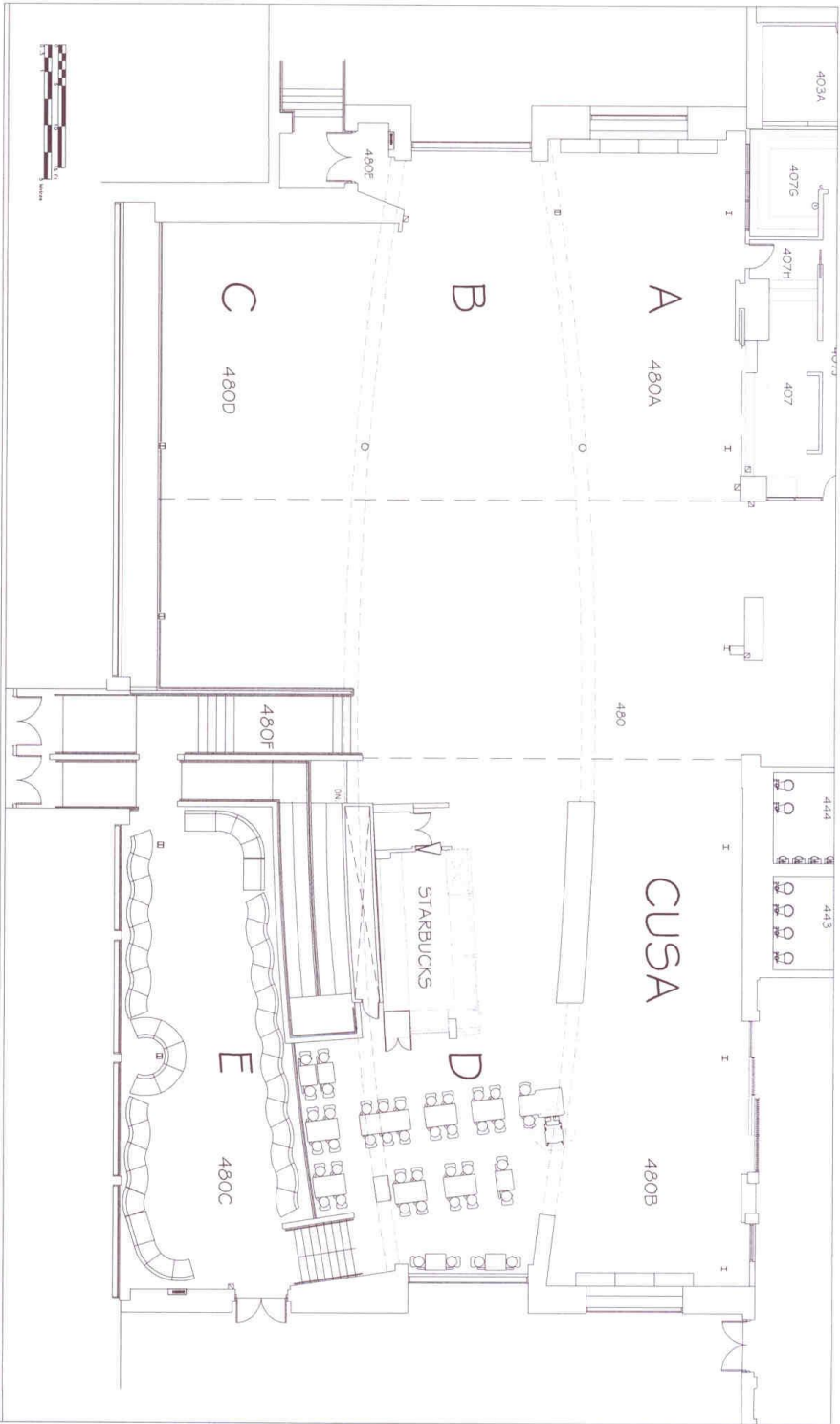
Designated space with the Galleria is free of charge to internal clients, except if an admission/registration fee is being levied for participation.

Audio visual equipment, extra furnishings and other special requests are subject to rental fees. Other fees may be assessed for items such as extraordinary room set-up or clean up.

## **SECTION 4**

### **Outdoor Space on Campus Appendix A**

Tory Quad  
Alumni Park  
Anniversary Park  
Anniversary Parking Lot  
Amphitheatre  
Russell Grenville Quad  
Stormont Dundas Quad  
St. Pats/Russell Quad



GALLERIA SEATING  
 UNIVERSITY CENTRE  
 UC LEVEL 04 & TONY LEVEL 02

SCALE: 3/32" = 1'-0"

SPACE ADMINISTRATION  
 Department of Physical Plant  
 2nd Flr., Maintenance Building  
 Prepared by : M. Ledburn

## SECTION 5

### Rental Fees Appendix C

Please note that these fees are subject to change:

Regular Classroom Booking including Computer Labs	\$95.00 plus GST (external), \$75.00 (internal)
Fenn Lounge	\$400.00 plus GST (external), \$300.00 (internal)
124 Leeds	\$200.00 (external), \$150.00 (internal)
Commons Grille	\$75.00 (external), \$60.00 (internal)
Theatres	\$150.00 - \$55.00
Porter Hall	\$565.00
Prescott MPR	\$100.00
Minto 5050	\$150.00
Galleria	\$500.00
Galleria Table	\$50.00
AZ Theatre 101	\$300.00
AZ Theatre 102	\$348.00
AZ Theatre 301	\$300.00
AZ Theatre 302	\$348.00
Bell Theatre	\$400.00
St. Pats 100	\$150.00
Theatre B	\$200.00
Outdoor Space	\$250.00

NOTE: If payment is processed with an ICB the GST does not apply.