

Policy Name:	Conference Services Space Booking Policy
Originating/Responsible Department:	Housing and Residence Life Services
Approval Authority:	Senior Management Committee
Date of Original Policy:	May 2007
Last Updated:	February 2021
Mandatory Revision Date:	February 2026
Contact:	Vice-President (Students and Enrolment)

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 space bookings do not impact 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 Conference Services Space Booking Policy:

- Section 1 Procedures
- Section 2 Appendices

The following spaces are also the subject of this policy:

Large Spaces

- i. All outdoor space (see Appendix A)
- ii. Richcraft Building Conference Rooms and Atrium (see Appendix B)
- iii. Residence Commons Conference Rooms (see Appendix B)
- iv. Fenn Lounge, Residence Commons (see Appendix B)

SECTION 1

Procedures:

1. **Scope of Policy.** This policy sets out how non-academic University space bookings associated fees and charges are to be levied and how activities can be accommodated. University space managed and booked through the Department of Conference Services is listed in Appendix A and B. Any space booked through Conference Services will require a signed contract in a form approved by the Office of the General Counsel. Booking of space under this policy must be made by or through academic or administrative users, a sponsoring University department, a Recognized Student Group as set out in the *Recognition of Student Organizations* policy (such department or student group is the "**Sponsor**") or approved third parties.

2. Further Approval and Other Policies. Any event planned for the use of University space may be subject to approval by Campus Safety, Facilities Management & Planning, Conference Services, the department of Housing and Residence Life Services, the Office of the General Counsel, the Financial Services Office (Risk Management and Insurance) and/or Scheduling and Examination Services. This policy must be read in conjunction with other University policies that impact the use of University space.

3. Booking Priority. 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 cancellation by the University without notice. Application of this priority ranking will be at the discretion of the Vice-President, Students & Enrolment or their designate.

4. Informing Attendees. The Sponsor is responsible for ensuring that all attendees 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. How to Book Space. University departments and/or organizations may book facilities by contacting Conference Services. Students or student groups wishing to use University space or sponsor an invited group may do so through the appropriate student group (Carleton Undergraduate Student Association, Carleton Academic Student Government, Graduate Student Associations, Sprott Business Student Society, Engineering Student Association or the Rideau River Residence Association). All requests for the booking of University space must be in writing and will require a minimum of ten (10) business days advance notice to Conference Services.

6. Third Party Use of Space. Conference Services may, at times, authorize third party organizations to use University space. However, the third party must comply with University policies and regulations. An off-campus organization or individual may be sponsored by an academic or administrative unit and shall be subject to University policies and regulations. Third party organizations will be required to sign a contract and provide proof of insurance coverage. All internal payments must be submitted using the University's eShop procurement system and will be assessed at the applicable internal rate and exempt from tax. All accepted external payment methods will be assessed at the applicable external rate and tax will be charged.

7. Responsibility for Charges. The Sponsor 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, Facilities Management & Planning, Instructional Media Services, Dining Services, staff, etc.) are required, the Sponsor 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 the invoice.

8. No Admission to be Charged without Rental Fee. 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, a donation is requested or admission is charged, a rental fee will be levied.

9. **Additional Fees.** Facilities Management & Planning will charge additional fees for service 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. The cleaning of adjacent space, foyers, bathrooms, etc. may be requested; however, a fee will be imposed by Facilities Management & Planning.

10. **Outstanding Balances.** Space will not be booked to groups or individuals who have outstanding payment balances to the University or who have breached University policies or regulations.

11. **Signage and Advertisements.** All signage and advertisements for events booked under this policy must be approved by Conference Services prior to being posted and/or published. Use of any University logos or official marks requires the express written permission of University Communications. No advertisements or signage may state or imply the endorsement or approval of the University for an event, speaker, or group. No third-party advertisements or signage may state or imply an official affiliation or connection with the University.

12. **Noise Restrictions.** In consideration of other members of the University community, including tenants of buildings where events may be held, noise amplification equipment, loud instruments, or other activities that may be deemed to be disruptive to other occupants are not permitted to be used in any common spaces, atriums, or foyers unless approval has been granted. Use of such equipment may be permitted in enclosed conference rooms or classrooms. The Department of Conference Services will review the details of the planned event with clients and may additionally restrict the use of noise amplifying equipment, loud instruments, or other activities that may be deemed to be disruptive to other occupants at the discretion of the Vice-President, Students & Enrolment. The University abides by the City of Ottawa noise by-law No. 2017-225. Between the hours of 11 p.m. and 7 a.m. (9 a.m. on Saturday; noon (12 p.m.) on Sunday and statutory holidays), noise that disturbs others is not permitted.

13. **Private Functions.** University space is not prioritized for private celebratory functions such as weddings, dances, birthday and private parties, etc.

14. **Price Changes.** The Vice-President, Students & Enrolment and the Senior Management Committee may make changes or additions to the prices set out in the appendices to this policy without requiring the amendment of this policy. Such changes will be effective upon publication of the new prices.

15. **Exceptions and Additional Conditions:** Reasonable exceptions or variances to this policy may be made in the interests of the University at the discretion of the Vice-President, Students & Enrolment. The Vice-President, Students & Enrolment or their designate may impose additional conditions or prerequisites on the use of University space where they deem it necessary for (i) the safety or security of the University community; (ii) compliance with applicable University policies, or with applicable laws, regulations, or government directives; or (iii) the proper operation of the University.

16. **Security Costs.** The University reserves the right to charge a Sponsor, speaker, group, or organization the actual costs, or a reasonable estimate of costs, for any security deemed necessary for an event on University property, in the University's sole discretion.

17. **Non-Endorsement.** The University's approval of the use of University space does not imply the University's endorsement or approval of any person, speaker, group, or organization using that space, nor of any ideas or positions they express at that space.

Charges:

1. **Room Rental Fees:** Fees will be charged for space bookings. Fees are set by the Vice-President, Students & Enrolment and the Senior Management Committee. These charges will be reviewed annually (see Section 2, Appendix A and B for Rental Fees). Fees for internal users of classroom and theatre bookings are waived and these spaces are booked through Scheduling & Examination Services. Internal users include staff, faculty, students and registered student groups who have access to book a classroom through the enterprise portal.

2. **Facilities Management & Planning Set-Up and Teardown Charges:** These charges are to be levied when indoor and outdoor space is booked, with or without charge, when a space requires a specific furniture and/or 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 and Beverage Charges:** Requirements for audio-visual equipment, signage and/or food service, etc are to be arranged with the appropriate University department. The use of third-party equipment and services is prohibited without the express written permission of Conference Services.

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.

Contacts:

Vice-President, Students & Enrolment

Links to related Policies:

Commercial Activities, Alcohol, Food Services, Posting Policy, Conduct for Apparel Supplies and Trademark Licensees, Booking University Centre Galleria Space, Freedom of Speech Policy and Recognition of Student Organizations policy.

SECTION 2**Appendix A – All Outdoor Space**

Outdoor Spaces	Internal	External
Alumni Park	\$250	\$300
Anniversary Park	\$200	\$250
Canal Quad	\$200	\$250
Makenzie Quad	\$200	\$250
Minto Quad	\$200	\$250
Richcraft Building Quad	\$200	\$250
Richcraft Building Patio	\$0 (When booked in conjunction with Richcraft Hall Conference Rooms and/or Atrium)	\$200
Residence Quad	\$200	Not bookable
Tory Quad	\$200	\$250

Appendix B – Rental Fees

Please note that these fees are subject to change without notice:

Indoor Spaces	Internal Prices	External Prices
General Classroom: Less than 75 seats	\$75	\$95
General Classroom: 76-150 seats	\$100	\$150
General Classroom: 151-300 seats	\$200	\$300
Azrieli Theatre (101/102, 301/302)	\$300	\$350
Residence Commons 270	\$200	\$250
Residence Commons 272	\$200	\$250
Residence Commons 274	\$200	\$250
Residence Commons 270-272	\$400	\$500
Residence Commons 272-274	\$400	\$500
Residence Commons Conference (270, 272, 274)	\$500	\$600
Residence Commons Fenn Lounge	\$300	\$450
Richcraft Building 2220	\$200	\$250
Richcraft Building 2224	\$200	\$250
Richcraft Building 2228	\$200	\$250
Richcraft Building 2220-2224	\$400	\$500
Richcraft Building 2224-2228	\$400	\$500
Richcraft Building Conference (2220, 2224, 2228)	\$500	\$600
Richcraft Building Atrium	\$300	\$350
Richcraft Building Theatre 2200	\$350	\$400
Richcraft Building Boardroom 2211	\$125	\$150
Richcraft Building Board of Governors Room 2440-R	\$500	<i>Not bookable</i>
Leeds House 124 Multipurpose Room	\$150	\$250
Russell-Triple Lounge (RU 131)	\$150	\$250
University Centre Galleria	\$250	\$300
Minto Theatre 5050	\$100	\$150
Minto Bell Theatre 2000	\$350	\$400
Southam Hall Theatre B	\$200	\$250
Health Science Theatre 1301	\$200	\$300
Canal Building Foyer	\$0	<i>Not bookable</i>
Tory Building Foyer	\$0	<i>Not Bookable</i>

NOTE: If payment is processed through eShop, HST does not apply.