

Policy Name:	Space Booking and Use Policy
Originating/Responsible Department:	Conference Services
Approval Authority:	Senior Management Policy Committee
Date of Original Policy:	May 2007
Last Updated:	February 2026
Mandatory Revision Date:	February 2031
Contact:	Assistant Director, Conference Services

Policy Statement:

Carleton University is private property, and 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 and operations are not compromised. This Policy outlines appropriate procedures and conditions and/or limitations regarding the use and booking of university owned and managed spaces.

Purpose:

The University is committed to maintaining a clean, aesthetically pleasing, healthy and safe work, educational, and living environment to carry out its educational mission in an environment of respect and tolerance. This Policy enables the University to control its buildings and spaces consistent with university policies for use of facilities, which prohibits the use of university property or buildings for purposes unrelated to the approved programs and activities of the university or in a manner that violates policies or the law. This Policy has been established to ensure that University space is used efficiently, responsibly and in ways consistent with its values, priorities, the health and safety and well-being of the community as well as legal obligations. This Policy will ensure that space bookings or space use do not impact the normal operations of the University particularly academic activities such as lectures, seminars and work groups related to teaching.

Scope:

This Policy sets out how all bookable space (non-academic and outdoor University space) can be booked and how activities can be accommodated in compliance with the University policies, regulations, directives and applicable legal requirements.

External Clients

Any space booked by an external party will require a signed contract in a form approved by University Legal Services. Booking of space by external clients under this Policy must be made by or through Conference Services.

Internal Clients

There are two types of internal clients which includes University administrative/academic units/departments and student groups. University administrative/academic units/departments are expected to act in accordance with standard booking procedures.

Student groups seeking to book traditional classroom or Nideyinàn Galleria tabling space must do so through the Student Experience Office. Student groups seeking space not defined as a traditional classroom space or Galleria space must book those spaces through Conference

Services and will be subject to applicable costs in accordance with standard policies and procedures.

Procedure:

1. Definitions:

Bookable Space: Space that is part of University Property and made available by the University, at its sole discretion, for event reservations. Examples include conference rooms, classrooms (non-academic purposes), gymnasiums, theatres, atriums and designated outdoor areas.

Event Organizer: The University or any non-University group or individual who reserves Bookable Space for an event. This includes Faculty, Staff, Students, Student Groups and External Parties.

Student Group: Is a group that has received certification through the *Recognition of Student Groups* policy or as CUSA certified clubs or societies.

University Property: The lands and buildings owned, leased, or controlled by Carleton University.

2. Use of Space. All Sponsors, groups, visitors, staff, students, faculty and users of any space must comply with all applicable University policies, federal and provincial statutes, and municipal by-laws relating to private property, the rights of individuals and the University when using University property. The University may intervene when activities disrupt the operations of the University, its learning, living and work environment, the safety and well-being of the community and to comply with its legal obligations including but not limited to the *Occupational Health and Safety Act, the Freedom of Information and Protection of Privacy Act, and the Ontario Human Rights Code*. The University may intervene, for example, when activity violates the law, interferes with the conduct of university operations, demeans others on prohibited grounds of discrimination, is harassment, defamatory, may cause damage to property or adverse impacts to the environment.

Space provided to Student Groups through the Student Experience Office cannot be booked by Student Groups on behalf of external clients or guests. Failure to comply with this requirement may result in the temporary loss of booking privileges.

3. Further Approval and Other Policies. Any event planned for the use of University space may be subject to approval by the Department of Risk Management. All Student Group activities must be approved by the Department of Risk Management in accordance with established internal protocols and procedures.

4. Booking Priority. Normally, the priority ranking for the use of university space that is generally available for booking will be:

- a. University-approved course-related academic events.
- b. University-approved non-course-related academic events.
- c. Non-course University-related activities approved by an academic department or administrative unit.
- d. Activities of recognized campus groups, student societies, employee groups or events that support alumni engagement.

e. Activities of external groups.

Bookings are subject to change or cancellation by the University without notice. The University may, at its sole discretion, accept or decline requests for Bookable Space, impose conditions on its use and revoke or terminate permission at any time. Application of the priority ranking will be at the discretion of the Vice-President (Students and Enrolment) or their designate.

5. Informing Attendees. The Event Organizer 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 have been concluded.

6. No Camping or Structures Permitted. Camping is not permitted on any University owned or managed property. The establishment of, or attempt to establish, temporary or permanent living or sleeping quarters or unauthorized structure of any kind at any location on university property is strictly prohibited other than in residence or University-managed housing and guest rooms. Establishing or maintaining outdoors, or in or under, any structure not designated for human occupancy, at any time during the day or night, a temporary or permanent place for cooking, storing of personal belongings or sleeping by setting up any bedding, sleeping bag, mattress, tent, hammock or other sleeping equipment, or by setting up any cooking equipment that has not been pre-approved by the Department of Risk Management is strictly prohibited.

7. External Party Use of Space. Conference Services may, at times, authorize external party organizations to use University space. However, the external party must comply with university policies, regulations, directions and all applicable law. An off-campus organization or individual may be sponsored by an academic or administrative unit and shall be subject to university policies, regulations, directions and all applicable law. External 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.

8. Responsibility for Charges for External Party Use of Space with Sponsor. 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., Campus Safety Services, Facilities Management & Planning, Production 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.

9. 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.

10. Fundraising

Fundraising activities are not permitted in university-managed spaces without prior approval in accordance with the *Commercial and Supplemental Revenue-Generating Activities Policy*. All requests for fundraising activities from student organizations or individuals must be submitted a minimum of 21 days prior to the proposed activity and directed to the Director of Student Life for review and authorization before any fundraising activity can occur. External parties are not

permitted to perform fundraising activities in university managed spaces. Exceptions will only be considered under exceptional circumstances and with the approval from the Vice-President (Students and Enrolment) or their designate.

11. Food and Beverage Policy

To maintain health and safety standards and ensure compliance with catering agreements, external food and beverage service are not permitted in university-managed spaces. All food and beverage service must be provided through approved campus vendors or catering partners. Exceptions may only be granted with prior written authorization from the Director of Campus Services. Exceptions will only be considered under exceptional circumstances.

12. Additional Fees. Facilities Management & Planning will charge additional fees for service if a specified room or space set up is requested, delivery and return of event equipment/décor is requested, or if a room or space is not returned to its original state. A fee may 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 may be imposed by Facilities Management & Planning.

13. 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.

14. Signage and Advertisements. All signage and advertisements for events booked under this policy must comply with Advertising, Posting and Brand Identity Policies. Use of any University logos or official marks requires the express written permission of the Department 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.

15. 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 University 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 and Enrolment) or their designate. 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.

16. 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 and Enrolment) or their designate. The Vice-President (Students and 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.

17. **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.

18. **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.

19. **Non-Compliance.** Non-compliance with this Policy by all persons, may constitute trespass and violations of applicable law. Visitors may be asked to leave the campus, and violators may be removed and banned from campus. Students, faculty and staff may be referred for discipline for alleged violation of this Policy and may no longer be permitted to book space with Conference Services in future

Roles and Responsibilities:

Conference Services

Conference Services is the originating and responsible department for non-academic space use and outdoor space booking and ensures space use has alignment with University priorities, community standards and operational requirements. Conference Services is responsible for managing and administering the booking of designated non-academic and outdoor University spaces, reviewing event details for compliance with University policies, coordinating approvals, issuing contracts and authorizing external party use of space where applicable.

Vice-President (Students and Enrolment)

The Vice-President (Students and Enrolment), or their designate, has final authority over booking priorities, exceptions to this policy, additional conditions on space use, cost determinations and approval of fees and fee changes.

Senior Management Policy Committee

The Senior Management Policy Committee provides approval authority for this policy and approves room rental fees and pricing structures associated with the use of university space.

Facilities Management & Planning

Facilities Management & Planning is responsible for event set-up and teardown, furniture and equipment delivery, cleaning services and restoration of spaces, and for assessing and charging applicable service and damage-related fees.

Campus Safety Services

Campus Safety Services reviews events as required to assess safety and security needs and provides security services when deemed necessary, with associated costs charged to the Sponsor.

Office of Legal Services

The Office of Legal Services approves the standard form of contracts required for space bookings and provides legal guidance related to compliance, liability and risk.

Department of Risk Management

The Department of Risk Management reviews events and activities as required to assess risk, determines insurance requirements and approves or restrict exceptional activities, equipment or specialized installations from a risk and safety perspective.

Scheduling and Examination Services

Scheduling and Examination Services manages the booking of academic classrooms and theatres for internal users and ensures that academic activities are prioritized and protected from disruption.

Student Experience Office

The Student Experience Office manages the booking of classroom and theatre spaces for co-curricular activities for CUSA certified club or societies and for groups recognized under the Recognition of Student Groups policy.

Sponsors (Academic or Administrative Units, Recognized Student Groups, or Approved External Parties)

Sponsors are responsible for submitting complete and accurate booking requests; ensuring compliance with all applicable University policies, laws and conditions of use; informing attendees of their responsibilities; coordinating required services; and ensuring all charges incurred are paid in full and on time.

Event Organizers

Event Organizers are responsible for ensuring their event complies with this Policy, all applicable University policies and legal requirements, including obtaining required approvals, informing attendees of their responsibilities and ensuring all associated costs are paid.

Contacts:

Assistant Director, Conference Services

Links to related Policies:

Access to Information and Privacy Policy
Advertising Policy
Alcohol and Cannabis Use Policy
Brand Identity Policy
Commercial and Supplemental Revenue Generating Policy
Corporate Sponsorship Policy
Enterprise Risk Policy
Environmental Health and Safety Policy
Food Services Policy
Freedom of Speech Policy
Human Rights Policy
Internal Charges for Goods and Services Policy
Posting Policy
Recognition of Student Groups policy
Student Rights and Responsibilities Policy
Student and Visitor Trespass from University Property Policy
Supplier Code of Conduct
Workplace Harassment Prevention Policy
Workplace Violence Prevention Policy