

Laurentian University of Sudbury

ROOM RESERVATION & SCHEDULING POLICY

September 1998

Preamble: All buildings, physical space, equipment, furniture, facilities, etc. on Laurentian University of Sudbury property as indicated on the Laurentian University charter are under the control and authority of the Board of Governors. No department, school, unit, club, individual, etc. has exclusive right of use to any of the facilities, equipment, etc. situated on Laurentian University property. No department, school, unit, club, individual has exclusive use of any classroom, auditorium, laboratory, gymnasium, etc. under the jurisdiction of Laurentian University. Through the direction of the Laurentian University Administration, the Office of the Registrar has been directed full control of assigning, allocating, and prioritizing the use of the physical facilities at Laurentian University for academic purposes. Through the direction of the Laurentian University Administration, the Office of the Director of Services has been directed full control of assigning, allocating, and prioritizing the use of the physical facilities at Laurentian University for non-academic purposes.

General: Laurentian University will make its space, facilities and equipment available to the Laurentian community and outside (non-University) groups for cultural, social, educational and charitable activities where the use of such facilities will in general be consistent with the aims and objectives of Laurentian University. All academic scheduling, use, needs, must be satisfied prior to any booking of space. All requests for space for academic purposes must be referred to the Office of the Registrar. Accordingly, this policy does not address academic scheduling.

Purpose: To establish guidelines under which Laurentian University will make its space, facilities and equipment available to user groups so as to ensure all potential users will have an equitable opportunity to reserve and utilize space, facilities, and equipment. To identify costs that will be charged to user groups for use of the University space, facilities and equipment and to recommend a rate schedule.

Scope: All University space that has been designated as "bookable" for non-academic purposes shall be available through the Office of the Director of Services.

Policy

1.0 **Definition of User Groups**

Potential users of Director of Services controlled space, facilities and equipment are divided into four distinct groups as follows:

1.1 **Laurentian University: Departments**

An academic or administrative organizational unit directly associated with Laurentian

University and falling under the control of the Laurentian University Board of Governors will be recognized as an accredited group.

1.2 Accredited Student Groups

An organized group of students whose aims and objectives meet the criteria for accreditation under the Student Organizations policy (S.G.A., A.E.F., A.L.P.S., G.S.A., etc..).

1.3 Other Laurentian University: Accredited Group

a) A not-for-profit organization other than a student group whose aims and objectives have a special or direct relationship to the University Community -usually educational, cultural, professional or social service in nature.

b) The Federated Universities including academic needs will be considered as an accredited group.

1.4 Non-accredited Groups and/or Non-Student Members of the University Community

An organization and/or non-students whose aims and objectives are such that they are denied the privilege of accreditation and any benefits which may accrue to an accredited group, although the use of the University's facilities and/or equipment may be granted at the discretion of the Office of the Director of Services.

2.0 Reservation of Laurentian University Facilities

2.1 General

Reservations of all University controlled space, facilities and equipment is on a first come, first served basis.

a) In order to provide for a fair and equitable opportunity for all members of the University Community to make use of "bookable" space an organization, student group or department may make reservation for one only event/function/performance per term.

b) The length, period, and term of the actual event/function/performance may vary with the type of event and user. For events/functions/performance where rehearsals are required, booked time may be limited or arranged in such a way as to permit other groups to use the facility.

c) Should the booked facility not be made use of for that specific time period, future use of facilities may be denied.

d) Should a user wish to make use of a facility in addition to one time per term, they may do so by booking the facility on a week to week basis.

2.2 Events/Functions Requiring Space within the Student Centre

Groups that require space within the Student Centre must reserve with the Office of the Director of Services under the following schedule:

a) Accredited Student Groups

An organized student group, club, etc. will take priority of all space within the Student Centre and booking will be accepted on a first come first basis.

b) Laurentian University Departments

An academic or administrative department may reserve space in the Student Centre only 48 hours prior their scheduled function.

2.3 Social Reception

a) Reservation for receptions, dances, etc. will generally be accepted throughout the year. Exceptions may be made at the discretion of the Office of the Director of Services only if the reservation does not conflict with use of the facilities functions.

b) Reservations for non-accredited groups and for non-student members will be accepted only if the reservation does not conflict with use of the facilities functions.

2.4 Events/Functions Involving Food

Under University policy, the Department of Food Services has sole responsibility for providing food at any event/function held within the University and all arrangements for the provision for food must be made through this Department.

2.5 Events/Functions Involving Beverage Alcohol

a) Events/functions within University controlled space where beverage alcohol is dispensed, are licensed under the Liquor License Act of Ontario and its Regulations by virtue of the Liquor license granted to Laurentian University by the liquor license Board of Ontario.

b) Organizations are restricted in the manner by which they advertise licensed events/functions to take place in University controlled space.

2.6 Safety and Supervision of Sponsored Events

Due to the many demands for these facilities, bearing in mind the versatility of the services and statutory requirements, the University must ensure certain safety, protective, preparatory, and post termination procedures are executed.

2.7 Failure to Adhere to Policy

User groups not adhering to this policy may be denied future use of University space, facilities and equipment at the discretion of the Office of the Director of Services.

3.0 Charges for Use of University Facilities & Equipment**3.1 General**

a) The charges that user groups are required to pay when making use of University space, facilities and equipment are determined by the Office of the Director of Services office, based on the category of the user group.

b) The general policy of the University is that accredited user groups (e.g. student groups, University departments) will not be assessed a charge for the use of bookable space.

c) Accredited groups will, however, be charged for the direct costs the University incurs in meeting special requirements, such as non-standard room set-up, providing equipment operators, rental of equipment from outside agents, additional housekeeping, and the cost of providing and serving non-alcoholic beverages.

d) Accredited groups who reserve University facilities and in turn lend/rent the facilities to third parties will be charged full non-accredited rental rates.

e) Non-accredited groups and organizations will be billed at full rental rates and all direct costs incurred by the University in meeting special requirements.

3.2 Charges for Use of University Audio Visual Equipment

a) Audio visual equipment will be made available to user groups by contacting the Office of Instructional Media Centre. Rental rates will be determined by their fee schedule.

b) In order to avoid damage to or loss of expensive equipment certain audio visual equipment will not be made available to user groups without the services of a qualified technician and the sponsoring group must agree to cover the charge for the services of the technician. Damage to or loss of equipment released to user groups without the services of a qualified technician will be the responsibility of the user group and the cost of repairs or replacement due to loss, careless handling or incorrect operation will be charged to the user group.

c) Non-accredited groups making use of University audio visual equipment will be billed at full rental rates.

3.3 Damages to Laurentian University Property

All wilful and malicious damage to furniture, equipment or facility will be charged directly to the sponsoring group at cost plus 30 percent. A group may be denied future use of University space, facilities and equipment as a result of damages incurred, in addition to bearing the cost of repair/replacement.

3.4 Charitable Groups and Organizations

Where a bonafide charitable organization requests the use of University facilities, room rental charges may be reduced/waived at the discretion of the Office of the Director of Services.

4.0 Cancellation Charges

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4.1 All Accredited Groups

a) The University has no responsibility to maintain waiting lists and/or contact

alternative users for the purposes of reassignment.

b) Accredited groups who do not cancel their room reservations and do not make reasonable use of the room reserved, will be charged an amount equal to the full non-accredited room rental.

c) Groups who do not provide notice of the change or cancellation within five (5) working days will be billed an amount equal to the number of hours scheduled, or three (3) hours wages, whichever is less, for each University employee scheduled to work the function. These charges are in addition to applicable room cancellation charges.