

Laurentian University

of

Sudbury

ADMINISTRATIVE POLICY MANUAL

September 1998

FACILITIES GOVERNED BY THIS POLICY

Laurentian University welcomes the use of its facilities by individuals and organizations within the university and the broader community, subject to conditions and limitations as described below

FOOD SERVICES

A -Internal

1. The Director, will be the approving authority for such use of University facilities and space.
2. a) All food products served on campus (other than student residences) must be prepared and distributed by the on campus food services company.
b) All such arrangements must be made directly with the on campus food services company.
c) Charge levied subject to change without notice.
d) Charge back of invoicing done by the on campus food services or the University.

B -External

Invoicing done by the Office of the Director of Services and/or campus food services.

UNIVERSITY PRESS

1. Services of the Printing and Duplicating Department are made available to all departments.
 2. **INTERNAL** groups are subject to charge back through budget transfers.
 3. **EXTERNAL** groups are subject to cash service or billing and invoicing above \$100.
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POSTAL SERVICES

1. Incoming and Outgoing mail will be channeled through the Postal Desk
2. Daily pick up and delivery including Courier Services is the responsibility of this Department.

3. Postage will be subject to charge back according to department use.
4. Postal Service is for university business only.

FACILITIES RENTAL

A -Internal

This policy will apply to the following facilities:

- Meeting, seminar and classrooms
- Auditoriums: Fraser, Alphonse Raymond
- Senate Chamber, Governor's Lounge
- Dining Halls: Great Hall, Science II, Alphonse Raymond
- Alphonse Raymond Gym

1. A charge may be levied against the organization for the use of facilities or space and for other identifiable expenses such as food, alcohol, heat, light, set-ups, audio visual equipment, janitor services, security, labour, damages, etc. Charges will depend upon the relationship of the organization to the University.
2. Requests for the use of other facilities and user charges must be negotiated with appropriate officers of the University. Enquiries may be directed to the Office of the Director of Services.

PRIORITIES

Space may be reserved for use as available, according to the following priorities:

- a) regularly scheduled academic uses,
- b) extended academic uses such as make-up classes, special seminars, guest speakers, and study purposes,
- c) meetings and other functions directly related to the teaching, learning, administration and management functions of the University,
- d) casual room bookings for and by University personnel and/or students for activities which are clearly part of the normal functions of the University (e.g. social or cultural components of university life).

BEVERAGE SERVICES

A -Internal

1. All alcoholic beverages must be purchased, served and distributed through the Laurentian University license and subject to current prices.
2. No sale, serving or distribution of alcoholic products in university facilities are permitted by internal groups.

B -External

1. External groups operating their own bar must:
 - a) apply for a liquor license **60 days prior to the event**,
 - b) LLBO letter of permission along with the required letters of permission will be included with the contract,
 - c) permit must be posted behind the bar,
 - d) groups operating their own bar must retain Laurentian University bartenders at the quoted rates (subject to change), who will be responsible for set-up, clean up and distribution of alcohol.
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CONVENIENCE PHOTOCOPIERS

1. Photocopier services will be provided by the Office of the Director of Services to all departments at a per copy cost.
 2. Leases for all photocopiers must be approved by VP Administration Office.
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SHIPPING & RECEIVING

1. Services of the Shipping and Receiving Department are made available to all departments.
2. Departments are subject to charge back through budget transfers.
3. **A-Items Received**
 - a) subject to opening and inspection,
 - b) items to correspond with Packing slip, Purchase order, Back order.
4. Shipping Department will be responsible to contact Supplier and University Responsible Person regarding discrepancy.
5. Shipping Department will be responsible for delivery.
6. **B-Items Returned**
 - a) must be registered with Shipping Department,
 - b) must be properly packaged, addressed.
 - c) Name of Sender and department must be distinct and visible.