

 <b>The University of British Columbia Board of Governors</b>	<b>Policy No.:</b>  <b>16</b>	<b>Approval Date:</b> February 1981  <b>Last Revision:</b>
	<b>Responsible Executive:</b> Vice-President, Administration and Finance Vice-President, Research	
<b>Title:</b>  <b>Non-University Use of University Services and Facilities</b>		
<b>Background &amp; Purposes:</b>		

**1. General**

- 1.1. University services and facilities shall not be used by members of faculty and staff or students of the University for the conduct of their personal affairs, or by non-University individuals or organizations, unless such use is specifically authorized by an appropriate administrative officer, who shall ensure that the University is suitably reimbursed for the use of its services and facilities.
- 1.2. The use of University mailing or other delivery facilities, or of mailing label systems for the uses described above, shall require the prior approval of the Office of the President.
- 1.3. University transportation vehicles (vans, trucks, boats, etc.) shall not normally be used for non-University purposes. In all cases the prior authorization of the appropriate administrative officer (Head, Director or Dean of the Department, Institute, School or Faculty involved) shall be required.
- 1.4. The use of standard departmental resources such as duplicating equipment, stenographic equipment, laboratory or shop facilities, etc. for non-commercial or non-consulting purposes, may be authorized by the Head of the Department, the Director of the School or Institute, or by the Dean of the Faculty, whichever is appropriate, if such use is not already covered by approved departmental policy and practice.
- 1.5. University property as described in the paragraph above, or specialized test or research equipment, including that acquired by the University under certain duty and sales tax exemption arrangements, may be used for commercial or consulting purposes only when authorized by the appropriate administrative officer as in paragraph 3 above. The administrative officer shall be responsible for ensuring that the appropriate arrangements for this use are made. In all cases, the arrangements shall involve the Office of the President (Research Administration) in the following manner:
  - 1.5.1. When the commercial or consulting project involves the use of a major University facility or equipment, whether on or off campus, a letter-agreement between the University and the user shall normally be drawn up. The agreement shall detail all arrangements, including the time period covered, insurance and transportation arrangements where applicable, liability and

financial terms. Where a service is provided by University technical personnel, the letter-agreement shall specify the service performed and the costs of such service.

- 1.5.2. When, in the judgment of the authorizing officer, the use of the University equipment and services is of too minor a nature to warrant a letter-agreement as described above, the officer may act for the Office of the President, and if this use is not already covered by approved departmental policy and practice, he/she shall arrange for proper charges and University overhead, and shall provide the Office of the President (Research Administration) with the details of the transaction and the financial terms for its records.
  - 1.5.3. All letter-agreements referred to above shall be drawn up by the Office of the President (Research Administration). Rental and usage charges, and service rates shall be established by the authorizing officer (Head, Director or Dean). In all cases, the agreement shall include an allowance for University overhead costs at 30% of the established charge.
  - 1.5.4. University services and facilities shall not be used to perform regular, routine tests or functions in competition with outside firms.
  - 1.5.5. Funds received from rental or usage charges, exclusive of University overhead, shall be deposited in a University account established for this purpose. The Office of the President (Research Administration) shall instruct Financial Services to open such an account upon receipt of a written request from the authorizing officer, including a statement indicating the purposes of the account, and specifying the uses to which expenditures from the account may be put. (An account name alone is not sufficient). As this statement, when approved, will be used as a guide by Financial Services, it should be revised whenever changes in the proposed use of the fund occur.
  - 1.5.6. All funds received for University overhead costs shall be deposited to General Revenues of the University.
- 1.6. The allocation of space in campus academic facilities is the responsibility of the Registrar, to whom enquiries about regulations and procedures covering the use of these facilities should be directed.