



**The University of British Columbia
Board of Governors**

Policy No.:

107

Approval Date:

September 2014
[Anticipated]

Last Revision:

June 2005 (Policy 107)
February 1997 (Policy 98)

Responsible Executives:

Vice-President Finance, Resources and
Operations (UBC Vancouver)

Deputy Vice-Chancellor and Principal
(UBC Okanagan)

Title:

Booking and Rental of UBC Space

Background & Purposes:

UBC allocates UBC Land and Facilities at UBC's Vancouver campus, UBC's Okanagan campus, and other UBC sites amongst faculties, ancillary and administrative units. UBC Land and Facilities include various forms of Bookable Space, including: academic spaces, such as classrooms, laboratories and studio spaces; multi-use spaces, such as atriums and meeting rooms; administrative spaces, such as offices; commercial spaces; and outdoor spaces.

It is a UBC priority to utilize all such indoor and outdoor spaces to meet UBC's mandate and to support the creation of a vibrant campus, year round.

Bookings of Bookable Space originate in a variety of ways, and nothing in this Policy discourages or deprives anyone of the ability to engage others (internal and external to UBC) to propose to bring or host events on campus.

The purposes of this Policy are to:

- Establish generally applicable guidelines and procedures for booking Bookable Space, whether for short-term (less than 4 weeks) or longer;
- Identify the units at UBC responsible for booking of Bookable Space;
- Establish how space-specific rate structures, guidelines and procedures must be established.

This Policy does not govern the allocation of UBC Land and Facilities amongst faculties, ancillary and administrative units.

Related Policies:

Policy 6 - Environmental Protection Compliance
Policy 7 - University Safety
Policy 13 - Serving and Consumption of Alcohol at University Facilities and Events
Policy 14 - Response to At-Risk Behaviour
Policy 15 - Smoking and Smoking Product Promotion on Campus
Policy 16 - Non-University Use of University Services and Facilities
Policy 92 - Land Use and Permitting
Policy 120 - Posting of Notices, Poster and Signs

Defined terms are capitalized in this Policy and can be found in section 6 at the end of this Policy.

1. General

- 1.1 *UBC Control.* UBC Land and Facilities are under the control and management of UBC.
- 1.2 *Approvals Required.* Anyone wishing to book a Bookable Space must obtain the approval of the relevant unit identified in section 2 of the Procedures to this Policy.
- 1.3 *Additional Permit or License.* In addition to the approval of the unit responsible for booking the Bookable Space, some uses will require an additional permit(s) or license(s) from the relevant Permitting Authority.
- 1.4 *Additional Approvals for Use of Non-UBC Space.* For uses that involve both a Bookable Space and a space that is not owned or controlled by UBC (i.e. a non-UBC space), the person making the booking or rental must obtain the approval of:
- 1.4.1 UBC for the booking of the Bookable Space; and
- 1.4.2 the third party who owns or controls the non-UBC space.
- 1.5 *Special UBC Processes for Additional Permits, Licenses and Approvals.* UBC may establish a process for obtaining any of the additional permits, licenses and approvals described in sections 1.3 and 1.4 above (for example, obtaining special occasion liquor licences). All persons who are booking a Bookable Space and who must obtain an additional permit, license or approval, must utilize UBC's process.

2. Access to Bookable Space

- 2.1 *Commitments.* The University does not restrict freedom of expression and will not discriminate in a manner prohibited by the British Columbia *Human Rights Code*. UBC reserves the right to ensure that any use of Bookable Space does not compromise the University's activities, as well as the safety and security of persons and facilities.
- 2.2 *Guidance and Advice.* Any person with questions or concerns regarding the balancing of these interests should contact the Office of the University Counsel for advice and guidance.

3. Booking and Rental Rates

- 3.1 *Rate Structures.* Every unit responsible for administering the booking of Bookable Space must establish a rate structure for such bookings and have it approved by the Vice-President Finance, Resources and Operations as part of the unit's normal budgeting process.
- 3.2 *Differential Rates.* Rate structures may contain differential rates for particular spaces, and user groups, such as students, student associations, invitees, and non-UBC entities. For greater certainty, rate structures may stipulate that no fee be charged to a particular user group(s).
- 3.3 *Cost Recovery.* Rates charged to third parties, when taken together with any other benefits received by UBC relating to the booking or rental, should at least achieve direct and appropriate indirect cost recovery.

4. Booking and Rental Rules

- 4.1 *Establishing Rules.* Every unit responsible for administering the booking of Bookable Space shall establish rules for that space. Such rules must:
- 4.1.1 set out booking procedures, including a procedure for modifying and cancelling bookings, if appropriate, and a procedure for documenting the booking (which should, if appropriate, address the matters set out in section 4 of the Procedures to this Policy);
 - 4.1.2 set out booking priorities that (a) ensure priority for unbooked space for Core Academic / Educational Activities (see definition in the Procedures to this Policy); and (b) describe other booking priorities (if any); and
 - 4.1.3 be approved by the Administrative Head of the unit.
- 4.2 *Public Access to Rules.* The rules described in section 4.1 (above) must be publicly accessible or otherwise available upon request.

5. Role of Treasury

- 5.1 *Informing Treasury.* Where:
- 5.1.1 a booking of any Bookable Space, or any other UBC Lands and Facilities, involves a term of occupation that is four consecutive weeks or longer; and/or
 - 5.1.2 the booking involves exclusive or near exclusive use of Bookable Space, or any other UBC Lands and Facilities,
- the unit responsible for administering the booking must inform Treasury before any firm commitment is made.
- 5.2 *Guidance and Advice.* All units responsible for administering the booking Bookable Space may seek guidance and advice from Treasury regarding the appropriate terms and conditions to place upon their bookings.

- 5.3 *Treasury Requirements.* Treasury may require that any booking be formalized in a written agreement that, at minimum, addresses the matters set out in section 4 of the Procedures to this Policy, and such other requirements as Treasury may deem necessary.

6. Definitions

- 6.1 *"Bookable Space"* means the lands and spaces within UBC Lands and Facilities that are made available by UBC for bookings.
- 6.2 *to "book"* a space means to grant a right to use that space, on the agreed upon terms and conditions, whether the term used is "booking", "rental", or some other term.
- 6.3 *"Off-Campus Space"* means any Bookable Space located outside of UBC's Vancouver and Okanagan campuses.
- 6.4 *"Permitting Authority"* means:
- 6.4.1 for UBC's Vancouver campus, Campus and Community Planning or the Ministry of Transportation and Infrastructure, as applicable;
 - 6.4.2 for UBC's Okanagan campus, Campus and Community Planning or the City of Kelowna, as applicable; and
 - 6.4.3 for Off-Campus Space, the local government having jurisdiction where the Off-Campus Space is located.
- 6.5 *"Regulatory Requirements"* means any requirements established by the Board of Governors or federal, provincial, or local governments relating to the use of Bookable Space.
- 6.6 *"UBC Lands and Facilities"* means all real property to which UBC has right of possession, whether by way of ownership, lease or otherwise.

PROCEDURES

Approved: June 2005

Revised: September 2014 [Anticipated]

Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors." Note: the most recent procedures may be reviewed at: <http://universitycounsel.ubc.ca/policies/index/>.

1. Additional Definitions for these Procedures

1.1 The types of Bookable Space include:

Teaching Space

1.1.1 *General Teaching Space.* UBC may designate certain Bookable Space as general teaching space, which means that such space is to be used for the teaching needs of faculties or departments, in addition to the faculty or department in whose facility the space is located.

1.1.2 *Restricted Teaching Space.* UBC may designate certain Bookable Space as restricted teaching space, which means that such space is to be used for that faculty's or department's teaching needs, with ancillary use in periods of low academic utilization for UBC-hosted academic functions (conferences, symposia, etc.) only.

Non-Teaching Space

1.1.3 *Designated Facility and Designated Administrator.* The Responsible Executives may designate any building, portion of a building, indoor and/or outdoor facility, and any other Bookable Space (both indoor and outdoor), within their respective campuses as a Designated Facility for the purposes of this Policy. The Responsible Executives must designate a faculty, department or unit responsible for administering bookings and rentals for each Designated Facility (referred to as the Designated Administrator). The Responsible Executives shall ensure that a current listing of the Designated Facilities within their campus and their respective Designated Administrator are made publicly available.

1.1.4 *Research, Administrative and Ancillary Space.* Indoor or outdoor Bookable Space that is not General Teaching Space, Restricted Teaching Space, or a Designated Facility, is considered, for the purposes of this Policy, Research, Administrative and Ancillary Space, which means that it may be used for the academic, research, cultural, social, athletic, administrative or other needs of UBC and/or the faculty or department in whose facility the space is located, and may be made available for rental or booking for a variety of uses, including Events, Commercial Activities and Filming and Photography. Such space includes laboratories, administration offices and boardrooms, and multi-use and common areas, such as atriums and foyers.

1.2 The types of activities contemplated in this Policy include:

Academic / Educational Activities

1.2.1 *Core Academic / Educational Activities*, which means:

- (a) classes or events related to UBC credit course offerings (i.e. UBC degree and diploma courses approved by Senate);
- (b) examinations, seminars, discussion groups, and similar activities related to UBC credit course offerings; and
- (c) research conducted by faculty, staff and students of UBC or under the auspices of UBC.

1.2.2 *Other Academic / Educational Activities*, which means:

- (a) classes and courses offered by UBC, but which do not lead to a UBC degree or diploma approved by Senate, which includes all courses offered by Continuing Studies; and
- (b) conferences, symposia and other academic/educational activities hosted by UBC faculty and/or staff.

Other Activities

1.2.3 *Administrative Activities*, which means:

- (a) meetings or other similar activities of student clubs sanctioned by a UBC students' union or UBC Athletics and Recreation, faculty-sponsored student groups, or other similar organizations that are supported by UBC; and
- (b) UBC faculty and staff meetings, training sessions or presentations related to the performance of their duties.

1.2.4 *Commercial Activities*, which means activities of a primarily commercial nature, including operating a Business, and engaging in any other activity for marketing, sales, or profit purposes. For the purpose of this Policy,

- (a) the term "Commercial Activities" does not include an Event, nor Filming and Photography (these are defined separately below); and
- (b) the term, "Business" means:
 - (i) a commercial or industrial activity or undertaking of any kind; or
 - (ii) professional, personal or other services provided for the purpose of gain,

but does not include an activity carried on by UBC or by agencies of UBC.

1.2.5 *Events*, which means events such as exhibitions, shows, concerts, festivals or promotional or sporting events, and similar activities of short duration. As used in this Policy, the term “Events” does not include Filming and Photography.

1.2.6 *Filming and Photography*, which means filming and photography carried out by external production organizations, and by students, whether or not related to a UBC credit course. Excluded are filming and photography conducted for solely personal purposes (e.g. spontaneous photographs and short filming by family and friends).

2. Responsibility for Booking of Indoor and Outdoor Bookable Space

2.1 The following units are responsible for administering the booking or rental of Bookable Space and are the primary points of contact for persons wishing to book or rent such space:

2.1.1 *Regarding Bookable Space at UBC’s Vancouver campus:*

Type of Bookable Space	Use	Primary point of Contact
General Teaching Space (see definition, section 1.1.1 above)	Core Academic / Educational Activities Other Academic / Educational Activities Administrative Activities Commercial Activities Events (see below for Filming and Photography)	Enrolment Services
Research, Administrative and Ancillary Space (see definition, section 1.1.4 above)	Core Academic / Educational Activities Other Academic / Educational Activities Administrative Activities Commercial Activities Events (see below for Filming and Photography)	The unit allocated the Bookable Space by UBC

Type of Bookable Space	Use	Primary point of Contact
General Teaching Space, Research, Administrative and Ancillary Space, and all other <u>indoor</u> Bookable Space	Filming and Photography	Campus and Community Planning
Designated Facilities (see definition, section 1.1.3 above)	Core Academic / Educational Activities Other Academic / Educational Activities Administrative Activities Commercial Activities Events Filming and Photography	The Designated Administrator (see definition, section 1.1.3 above)
All <u>outdoor</u> Bookable Space, except for that which forms part of a Designated Facility	Core Academic / Educational Activities Other Academic / Educational Activities Administrative Activities Events Commercial Activities Filming and Photography	Campus and Community Planning

2.1.2 *Regarding Restricted Teaching Space* (see definition, section 1.1.2 above): the faculty or department allocated control of any Restricted Teaching Space is responsible for administering the use of such space, it being understood that such space will not be generally available for bookings, except in periods of low academic utilization where such space may be made available for UBC-hosted academic functions (conferences, symposia, etc.) only.

2.1.3 *Regarding Bookable Space at UBC's Okanagan campus:*

Type of Bookable Space	Use	Primary point of Contact
General Teaching Space (see definition, section 1.1.1 above)	Core Academic / Educational Activities Other Academic / Educational Activities	Enrolment Services
General Teaching Space (see definition, section 1.1.1 above)	Administrative Activities Events Commercial Activities Filming and Photography	Central Booking Office
Research, Administrative and Ancillary Space (see definition, section 1.1.4 above)	Core Academic / Educational Activities Other Academic / Educational Activities Administrative Activities Events Commercial Activities Filming and Photography	Central Booking Office
Designated Facilities (see definition, section 1.1.3 above)	Core Academic / Educational Activities Other Academic / Educational Activities Administrative Activities Events Commercial Activities Filming and Photography	The Designated Administrator (see definition, section 1.1.3 above)

Type of Bookable Space	Use	Primary point of Contact
All other Bookable Space, both indoor and outdoor	Core Academic / Educational Activities Other Academic / Educational Activities Administrative Activities Events Commercial Activities Filming and Photography	Central Booking Office

2.1.4 *Regarding Bookable Space at Off-Campus Space:*

Type of Bookable Space	Use	Primary point of Contact
Off-Campus Space, both indoor and outdoor	All activities	The unit allocated the Off-Campus Space by UBC

2.2 *Generally Applicable Rules.* All rentals and bookings of Bookable Space, and the use thereof, must comply with the following:

- (a) this Policy and the Procedures to this Policy; and
- (b) the applicable Regulatory Requirements (which may include the obligation for the user group to obtain the necessary approvals from the Permitting Authority).

2.3 *Additional Requirement for Designated Administrators.* Where the primary purpose of a booking of a Designated Facility is an Event or Filming and Photography, the Designated Administrator must inform:

- (a) Campus and Community Planning with respect to facilities in UBC's Vancouver campus; or
- (b) the Central Booking office, with respect to facilities in UBC's Okanagan campus,

and inform the person requesting the booking that additional permits, licenses and approvals may be required.

3. Events, Commercial Activities and Filming / Photography

- 3.1 *At UBC's Vancouver campus.* Events, Commercial Activities, and Filming and Photography must comply with all other applicable UBC policies, rules and regulations, including, for example: Land Use Rules adopted by the Board of Governors pursuant to Policy 92 – Land Use and Permitting, which include Business Licensing; and Policy 13 – Serving and Consumption of Alcohol at University Facilities and Events.
- 3.2 *At UBC's Okanagan campus.* Events, Commercial Activities, and Filming and Photography at UBC's Okanagan campus must comply with the bylaws adopted by the Permitting Authority (the City of Kelowna), if any, and any UBC policies, rules and guidelines issued by the Associate Vice-President, Campus and Community Planning or the Vice-President Finance, Resources and Operations in respect of such activity.

4. Site License

- 4.1 Where a license or other written agreement between UBC and the user of Bookable Space permitting the user to use such space for a particular purpose is required, such license or agreement must address the following, as applicable in the circumstances:
- term of agreement;
 - rental charges, and costs (e.g. taxes, utility charges, damage charges, cancellation fees, set-up/clean-up charges & extra services (e.g. AV equipment, furniture, catering); government fees & licenses; etc.);
 - cancellation of agreement;
 - compliance with all applicable laws relating to the licensee's use of Bookable Space;
 - indemnity in favour of UBC;
 - insurance and liability;
 - rules concerning signs, posters, advertising, merchandising, etc.;
 - use of UBC trademarks and other intellectual property;
 - hours covered by agreement;
 - liquor regulations;
 - security and policing;
 - traffic and parking;
 - safety and emergency procedures;
 - smoking; and
 - nuisance and noise.

4.2 The specific terms of each such license or agreement may vary depending on factors such as the nature, time, length and date of the proposed use.

5. Specific Booking Priorities

5.1 From May to August, inclusive, UBC Conferences and Accommodation shall have a higher booking priority than all other uses except Core Academic / Educational Activities for the following spaces:

5.1.1 all classrooms in the P.A. Woodward Instructional Resources Centre;

5.1.2 all classrooms in Allard Hall; and

5.1.3 all General Teaching Space at UBC's Okanagan campus.

(for greater certainty, the term "classrooms" includes lecture theatres)