



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

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Responsible Executives:

Vice-President, Finance (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, ancillaries 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; and
- 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, Materials and Notes:

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 #110	Third-Party Use of University Trade-Marks
Policy #120	Posting of Notices, Poster and Signs

Defined terms are capitalized and can be found in section 6 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 must obtain the approval of:
 - 1.4.1 UBC for the booking of the Bookable Space (in accordance with this Policy); 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.* If UBC has established 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 such an additional permit, license or approval, must utilize UBC's process.

2. Access to Bookable Space

- 2.1 *Balancing Commitments.* UBC respects the right to 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 UBC's or the UBC community'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 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, when taken together with any other benefits received by UBC relating to the booking, should at least achieve direct (e.g. to cover administrative, maintenance and/or audio-visual support necessary for the booking) 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);
 - 4.1.3 obligate the person who is seeking to book the space to work with UBC to: mitigate any disruptions to UBC's or the UBC community's activities are expected to arise as a result of the booking; and to ensure the safety and security of affected persons and facilities; and
 - 4.1.4 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 use or near-exclusive use of the Bookable Space, or any other UBC Lands and Facilities. For the purposes of this Policy, "exclusive use" means:
 - (a) the party making the booking has independent and unrestricted access to the space during and after normal working hours (e.g.

they have keys to the space and may come and go as they please for an extended period, as opposed to being granted access strictly at times that are within the discretion of UBC); or

- (b) UBC's rights to access the space are restricted, or UBC must give notice to the party making the booking in order to enter the space in the course of normal university business.

The unit responsible for administering the booking must inform Treasury before any firm commitment is made. If booking Bookable Space in the manner described above is a normal part of the operations of a unit, Treasury and the unit should standardize and streamline communications with Treasury, including establishing norms for contacting Treasury, and creating and implementing template booking documents and agreements.

- 5.2 *Guidance and Advice.* All units responsible for administering Bookable Space should 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 variation of these terms.
- 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: February 2015

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.* Buildings, portions of buildings, indoor and/or outdoor facilities, and any other Bookable Space (both indoor and outdoor) may be designated as a Designated Facility for the purposes of this Policy, and for each Designated Facility there must be a faculty, department or unit responsible for administering bookings (referred to as the Designated Administrator). Each of the Responsible Executives shall appoint a person who shall have the responsibility of: (a) designating the Designated Facilities on their campus (if any); (b) designating a Designated Administrator for each Designated Facility, and (c) ensuring that a current listing of the Designated Facilities and their respective Designated Administrators is made publicly available. Before a decision regarding a current or proposed Designated Facility is taken, the affected faculty(ies), department(s) or unit(s) must be consulted. If any affected faculty, department or unit is unsatisfied with the decision to designate a facility or remove a designation and the matter cannot be resolved informally, the matter may be referred to the Responsible Executive for the relevant campus for resolution.

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

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, courses and programs 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) administrative 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 *Athletic or Recreational Activities*, which includes, without limitation, the activities of varsity, club and intramural sports teams sanctioned by UBC or a unit thereof, or a UBC students' organization; athletic programming (UBC or externally organized); and recreational programs (UBC or externally organized), such as kids' camps; but does not include "Events", which are described below.

1.2.5 *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.

1.2.6 *Events*, which means activities that do not fit within the other activities described above, such as exhibitions, shows, concerts, festivals or promotional or sporting events (such as multi-site tournaments and single or multi-sport races, e.g. marathons, triathlons, and bicycle races), and similar activities of short duration. As used in this Policy, the term “Events” does not include Filming and Photography.

1.2.7 *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 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 Athletic or Recreational Activities Administrative Activities Commercial Activities Events (see below for Filming and Photography)	Enrolment Services

Type of Bookable Space	Use	Primary point of Contact
Restricted Teaching Space	All activities, but see section 2.1.4 below.	The unit allocated the Restricted Teaching Space by UBC
Research, Administrative and Ancillary Space (see definition, section 1.1.4 above)	Core Academic / Educational Activities Other Academic / Educational Activities Athletic or Recreational Activities Administrative Activities Commercial Activities Events (see below for Filming and Photography)	The unit allocated the Bookable Space by UBC
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 Athletic or Recreational Activities Administrative Activities	The Designated Administrator (see definition, section 1.1.3 above)

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

2.1.2 *Regarding Bookable Space at UBC's Okanagan campus, the primary point of contact is*

Type of Bookable Space	Use	Primary point of Contact
General Teaching Space (see definition, section 1.1.1 above)	Core Academic / Educational Activities	Enrolment Services

Type of Bookable Space	Use	Primary point of Contact
All other types of Bookable Space	All other Activities, (including conferences, symposia and other academic/educational activities hosted by UBC faculty and/or staff)	The unit or department identified on the website maintained by Central Booking or Campus and Community Planning, as determined by the Responsible Executive for the UBC Okanagan Campus.

2.1.3 *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, other than Filming and Photography	The unit allocated the Off-Campus Space by UBC
Off-Campus Space, both indoor and outdoor	Filming and Photography	Campus and Community Planning

2.1.4 *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.

2.2 *Generally Applicable Rules.* All 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.* Whenever booking an Event, the Designated Administrator must:

- (a) before or if otherwise impractical, immediately after the booking is made, inform:

- (i) Campus and Community Planning with respect to facilities in UBC's Vancouver campus; or
 - (ii) the Central Booking Office, with respect to facilities in UBC's Okanagan campus, and
- (b) 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 UBC in respect of such activity.
- 3.3 *Disruption Mitigation.* Events, Commercial Activities, and Filming and Photography must not interfere with or impede scheduled Core and Other Academic Activities and must be coordinated with all activities (academic and otherwise) occurring in the affected areas, so as to minimize disruption and, if disruption is inevitable, to mitigate such disruption, including clear and wide prior communications regarding any disruptions, proper traffic and parking control, ensuring access to buildings and facilities, and reasonable noise control.

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:

- (a) all classrooms in the P.A. Woodward Instructional Resources Centre; and
- (b) all General Teaching Space at UBC's Okanagan campus.

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