

University Policies, Procedures & Regulations Database

University Procedure

Title: Temporary Use of University Space

#: Pol 013 Prc 01

Description: Pursuant to Policy on the Temporary Use of University Space

Notes: Reviewed by VPFA and other senior administration and approved.
Date Effective: 2004/08/04. Revised 2006/02/20. Revised 2010/01/15.
To be reviewed and updated at least every five years.

Approval Authority: President

Signature: “Mamdouh Shoukri”

Date: January 15, 2010

I. INTRODUCTION

York University supports its teaching, co-curricular and extracurricular activities by providing access to its space and facilities on the Keele and Glendon campuses. A general listing of space and applicable descriptions can be found on the Temporary Use of University Space web site at www.yorku.ca/space

Space at the Nadal Downtown Management Centre, the Osgoode Hall Law School Downtown Centre or any additional University facility may be reserved, on a user-pay basis. Off-campus teaching and research sites are limited to the purposes prescribed in space use agreements with the landlords of these sites.

By providing space, York University does not necessarily subscribe to or support the philosophy, views, beliefs, or action of any eligible user staging an event or activity under this Policy and Procedure.

II. DEFINITIONS

ACADEMIC TEACHING FACILITIES

All space owned or controlled by the University which is used on an ongoing or occasional basis for the delivery of the University’s curriculum. Examples include, but are not limited to, lecture halls, classrooms and seminar rooms; teaching labs; music, dance and fine arts studios; theatres, gymnasias, sport fields, studios for martial arts and aerobics, track centre, arena and pool.

ELIGIBLE USERS

Academic Offices, Departments and Research Centres

This category includes York University academic offices, departments and organized research units (ORUs) engaged in teaching and research activities which may organize special events associated with those activities (e.g. Dean's Office, History Department, Libraries, Centre for Refugee Studies).

Administrative Departments and Employee Groups

This category includes departments and employee groups within York, which provide service or support to the academic programs or to the operation of the University (e.g. Colleges, Human Resources and Employee Relations, Student Programs Offices, Admissions Office, Offices of the Vice Presidents, YUSA, YUFA, etc.)

Recognized Student Governments and Student Organizations

This category includes all student governments, clubs and organizations that are recognized by the Centre for Student Community and Leadership Development (e.g., Excalibur, CHRY-Radio, Founders College Student Council, York University Black Students' Association, Volunteer Centre of York University, York Federation of Students, etc.).

Individuals (students, faculty or support staff) with Eligible Co-Sponsor

This category includes a current York University student or employee. A request from an individual to use University space for an event, must be co-sponsored by an Eligible User from any of the three preceding Eligible User groups.

External Users

This category includes organizations which do not fall under any of the above Eligible User groups. External organizations interested in hosting an event in a York University space should submit their request to Accommodation and Conference Services (ACS), <http://www.yorku.ca/askacs>

ELIGIBLE CO-SPONSOR

The following are Eligible Co-sponsors of a request from an individual York University student or employee for Temporary Use of University Space:

- Academic Offices, Departments and Research Centres
- Administrative Departments and Employee Groups
- Recognized Student Governments and Student Organizations

Co-sponsorship implies shared responsibility and accountability for the use of the space, insurance coverage, security deposit (as applicable), and liability for any costs and damages associated with the event or activity.

EVENT

An activity that is planned, advertised and/or invitational in nature and is intended to attract participants and/or an audience.

HIGH PROFILE OR CONTROVERSIAL EXTERNAL SPEAKER OR GROUP

This category includes celebrities, public figures and dignitaries (for example, municipal, provincial or federal government representatives, foreign state leaders and officials, diplomatic staff and other international delegates), entertainers, and others who attract media attention and/or whose presence on campus may require special security arrangements.

LOCAL RESERVATION AGENT

Employees designated as “Local Reservation Agents” within Colleges, Faculties, departments and Research Centres or with responsibility for managing specialized facilities have the authority to reserve certain University spaces within their area of responsibility (e.g. meeting rooms, dining halls, common rooms, gymnasias, etc.). They are responsible for compliance with University policies, procedures and guidelines, including providing appropriate notification to University service offices that play a role in the coordination of temporary use of University space.

SAFETY PLAN

A written document prepared by the Eligible User (e.g. that can be in point form) that identifies potential hazards and risks associated with the temporary space use, and the measures to be employed to mitigate potential harm to individuals or damage to property. The Safety Plan shall take into consideration the nature of the Event; the adequacy of the size of the space relative to the number of participants (including audience and/or spectators); possible or known opposing perspectives; logistical set-up; special circumstances (e.g. persons with disabilities); security arrangements; participant health and safety; fire regulations; emergency response/evacuation plan; etc.

SPECIAL EVENTS

These include social occasions, conferences and/or activities that have the potential to enhance the identity and recognition of the University and which foster and develop relationships with the external community to raise the University’s public profile. Included in this definition are Events which have the potential to attract significant media attention.

TEMPORARY USE OF UNIVERSITY SPACE

Temporary use of University space is the booking and use of space in University buildings (including academic teaching space) or on University grounds for purposes other than administration, teaching University courses and conducting examinations. Temporary use of University space does not apply to space which has been assigned through the University's formal space allocation process to a Faculty, department, research unit, college or group (e.g., offices, research laboratories, meeting rooms, lounges, function rooms, etc.), unless the use is for:

- an activity of a recognized student government or a student organization,
- an event with a high profile or controversial external speaker or group,
- an event at which alcohol is being served,
- an event open to the public (i.e., off-campus guests/visitors),
- an outdoor activity (e.g., barbecue, orientation event, etc.),
- a film shoot,
- an event where admission/registration fees are charged, or
- an activity that has any type of sponsorship by an external organization, such as financial or administrative support, donation of materials, etc.

III. REGULATIONS GOVERNING TEMPORARY USE OF UNIVERSITY SPACE

1. Use of Facilities

- 1.1 Eligible Users that have been permitted the temporary use of space shall use the facilities for the purposes and period specified on the application/permit.
- 1.2 Facilities shall be used in adherence with York University policies, procedures, regulations and guidelines and all federal, provincial and municipal laws. An inventory of University spaces which may be booked can be found on the Temporary Use of University Space web site.
- 1.3 An authorization/permit for temporary space use shall be issued once the booking office or Local Reservation Agent is satisfied that the Eligible User has met all of the requirements of these Regulations.
- 1.4 An Eligible User shall vacate the premises at the time indicated on the application/permit or at the instruction of emergency personnel and/or York Security Services (i.e., if a breach of the peace or a potential danger to property or persons has been observed, or there is a reasonable apprehension of danger, or the event/activity is beyond the scope of the issued permit).
- 1.5 Any and all emergencies shall be reported to York University Security Services at 416-736-5333 or Glendon Security at 416-487-6808.

2. Booking Notification

2.1 Routine Meetings

- 2.1.1 Requests for room bookings from Eligible Users for routine academic, administrative or student organization meetings shall be submitted ten (10) working days in advance although requests made with less notice will be considered wherever possible.

2.2 Events

- 2.2.1 An application for the staging of an Event shall be submitted by an Eligible User at least fifteen (15) working days prior to the date of the proposed Event to allow for appropriate assessment and logistics planning.
- 2.2.2 The organizer of an Event involving a High Profile or Controversial External Speaker shall notify the Office of Temporary Use of University Space (TUUS) as early as possible. TUUS will arrange a consultation meeting with the organizer, Security Services and any other relevant service areas.

2.3 Conferences, Tournaments and Other Large Events

- 2.3.1 The space needs of a conference, tournament or other large event with significant logistical requirements should be arranged at least three (3) calendar months in advance of the event date.
- 2.3.2 Eligible Users may contact Accommodations and Conference Services (ACS) for the Keele Campus, or Hospitality Glendon for the Glendon campus, to assist in the development of a comprehensive conference/Event plan.

Rationale: ACS and Hospitality Glendon are University offices responsible for conference and event planning services. Both provide guidance so that organizers can make informed decisions about their requirements that will lead to successfully staged conferences or events.

- 2.3.3 Accommodating requests will be subject to the academic and teaching needs of the University.

3. Cancellation of Space Bookings

A University space is not deemed to have been “booked” for a temporary use by an Eligible User until all applicable conditions have been fulfilled as outlined under IV - Reservation Procedures for Temporary Use of University Space, Section 13.

- 3.1 Space reserved provisionally under 13.2.2 shall be cancelled if all applicable conditions outlined in Section 13 are not fulfilled by the applicant within the time frame agreed upon with the Local Reservation Agent or with the Office of Temporary Use of University Space.
- 3.2 York University reserves the right to withdraw permission or change the date of a space booking should the space be required for academic purposes due to unforeseen circumstances. In such a situation, efforts will be made to find a suitable alternative space, failing which, fees and deposits paid in advance will be refunded, if applicable.
- 3.3 In an emergency situation beyond the control of the University (including fire, natural disaster, criminal act or other threat), it may be necessary to cancel a space reservation. Similarly, a major emergency in the external community that compels the University to act as an emergency shelter may require cancellation of a space booking. In these situations, efforts will be made to find an alternative venue and/or date and time.
- 3.4 The University reserves the right to cancel a space reservation where the Eligible User has not met the requirements of space reservation as outlined in the Temporary Use of University Space Procedure. In this regard, the University may cancel a space reservation immediately where it is evident that an eligible user has provided inaccurate information on the nature and/or scope of the event or activity. A new assessment and/or new arrangements may be necessary prior to reissuing a permit for a cancelled event.
- 3.5 In a situation where the Office of Temporary Use of University Space or a Local Reservation Agent becomes aware that an event is or will be significantly altered due to an unforeseen change, that may require a new date, time, venue and/or additional services, the Eligible User shall be notified immediately. If accommodations for necessary changes cannot be made in a timely manner for the event to occur, the event may be cancelled or re-scheduled at a later date to allow time for all necessary requirements to be put in place. [Example of unforeseen change: a last minute addition of a controversial or high profile participant]; [Example of additional services: security, police].

4. Use of Exclusive Services

If required, the Eligible User shall arrange, at his/her/its expense, for the following services, through the relevant York University office or department:

- 4.1 Utilities, tents and electrical, mechanical and staging services – Department of Campus Services and Business Operations: <http://www.yorku.ca/csbo/>

- 4.1.1 Rationale: To protect University property and to ensure compliance with municipal code, University insurance requirements, and the provisions of the University's collective agreements with its employees.

4.2 Security and police – Security Services, Department of Campus Services and Business Operations: <http://www.yorku.ca/security/>

4.2.1 Includes: Staffing by York Security; private security firms, pay-duty police officers.

4.2.2 All private security firms and/or pay-duty police officers shall be coordinated through Security Services.

4.2.3 Rationale: Security Services has the overall responsibility for the delivery of a community based service that focuses on the safety of people and security of property. To serve and respond to the needs of York’s large and diverse community, Security Services coordinates and/or supports external community service and other agencies invited or contracted from time to time to provide complimentary or secondary levels of service. Security Services plays an important role in mitigating, wherever possible, the discretionary powers of private security and police while on University property, to ensure that community members and guests are treated fairly, respectfully and with sensitivity.

4.3 Food and Beverage Services – Food Services, Department of Campus Services and Business Operations (CSBO): <http://www.yorku.ca/foodservices/>

4.3.1 Rationale: Many spaces on York’s campuses are contractually assigned to particular caterers, and alcohol service in these spaces is governed by the provisions of the caterer’s liquor license. In these spaces the contractually assigned caterer shall provide any food or beverage service.

4.3.2 Exception: Where no York caterer is engaged to provide the food service required by an Eligible User, the Eligible User shall apply to the Director Housing and Food Services for permission to use an external caterer or alternate provider.

5. Safety Assessment, Costs and Deposits

5.1 An Eligible User is responsible for developing a safety plan for staging an Event. Normally, a safety plan is not required for a routine meeting, although the organizer is responsible for observing room capacity and emergency exit locations, identifying and correcting possible trip hazards, etc.

5.1.1 Rationale: The safety plan ensures that an event organizer is aware of potential risks to participants, to other University community members, and to University property and helps the organizer identify arrangements that need to be put in place. Security Services has developed a tool for event planning to help organizers identify potential risks. See Security Safety Assessment Tool for Events at: <http://www.yorku.ca/space>, under *Policies and Procedures*.

- 5.2 The University may assess the potential risks associated with the temporary use of its space by an Eligible User on the basis of safety of participants and other individuals on campus, protection of property, and continuity of academic programs, services, scheduled activities/events, and other University operations. The University may stipulate that certain physical, security, and/or other requirements, including insurance, be put in place in order for the event to proceed and may also require a security and/or damage deposit.
- 5.2.1 Rationale: The University reserves the right to assess potential risks associated with an event to safeguard individuals on campus, its property, its financial interests and its reputation. An important element is ensuring that adequate insurance for the event is in place.
- 5.2.2 Certain events will require Eligible Users to provide a security and/or damage deposit at least 72 hours in advance where there is a risk of potential property damage or where the University must recover costs from the Eligible User.
- 5.3 The Eligible User is responsible for the costs associated with these requirements as well as municipal fines for false alarms or misuse of fire equipment arising out of its use of the premises.

6. Insurance and Indemnification

- 6.1 The Office of Temporary Use of University Space or a Local Reservation Agent shall consult with the Office of Insurance and Risk Management in the Finance Department to ensure that appropriate University or other insurance is in place for an event to be held.
- 6.1.1 Rationale: This step is one of due diligence for every event organizer. It protects both the University and the organizer. Insurance and Risk Management will determine whether University insurance applies. In some instances, additional insurance may be required. A service provided by an external supplier or the participation in a York University activity by an outside organization are examples that require additional insurance arrangements.

7. Publicity and Advertising

- 7.1 Signage, Posters and other Media Standards
- 7.1.1 Temporary signage must conform to York University standards and may be arranged through Account Direction in the Marketing and Communications Division.
- 7.1.2 Eligible Users shall observe the University's Postering Guideline http://www.yorku.ca/secretariat/legislation/u_pro/postering.htm and shall remove posters and temporary way-finding signs within 24 hours of the event.

- 7.1.3 Banners and large indoor signs (i.e., larger than 24” x 36”) may be installed with the permission of:

Recognized student governments and student organizations:

- Keele Campus - Centre for Student Community & Leadership Development
- Glendon Campus - Office of Student Affairs

All others:

- Keele Campus - Office of Temporary Use of University Space
- Glendon Campus - Hospitality Glendon

Local Reservation Agents are authorized to approve “all other” banners and large indoor signs within their area of responsibility.

Only fireproof materials may be used. Unauthorized banners and unauthorized large indoor signs will be removed.

- 7.1.4 Content of advertising that disseminates hate propaganda, discriminates or appears to differentiate on the basis of any of the grounds of the Ontario Human Rights Code or York's human rights policies may be the subject of a complaint by a York community member to the Ombudsperson (ombuds@yorku.ca), or the Centre for Human Rights (S327 Ross, 416-736-5682).

7.2 Event Advertising

- 7.2.1 Event advertising shall clearly provide the full name of the sponsor and, if applicable, co-sponsoring group.
- 7.2.2 The name of York University shall be prominently displayed in event advertising only for events sponsored by York University or one of its Faculties, Colleges, departments, research centres, offices or operating units. For events not sponsored by York University, the name of the University may be used solely to describe the event location and shall appear in secondary typeface in all published advertising.

All uses of the York University logo and crest shall comply with established University graphic standards, found at the web site of the Marketing and Communications Division at:

<http://www.yorku.ca/yorkweb/standards/graphicstandards.htm>

- 7.2.3 An event may be advertised outside York University only with the permission of the Local Reservation Agent or booking office (Office of Temporary Use of University Space or Accommodation and Conference Services).

8. Sound Amplification Equipment

- 8.1 Sound amplification devices, including bullhorns, megaphones and speaker systems, shall not be used in interior corridors, lobbies, foyers and atria that are adjacent to rooms/facilities used for teaching, examination, study, research and/or administration.

9. Candles and Open Flames

- 9.1 Lighted candles and other devices with open flames shall not be used in interior corridors, foyers and atria.

10. Campus Grounds Restrictions

- 10.1 Temporary shelters, tents, camping, trailers, and recreational vehicles, shall be permitted by the Manager, Temporary Use of University Space only in designated areas of the campus and only in special circumstances (e.g., faith-based activity, University operational requirement, etc.).
- 10.2 Permit requests shall be made in writing at least 60 days in advance and approval will be granted once a safety plan that addresses health and hygiene, insurance, participant safety, security of property and other logistical arrangements has been submitted by the organizer.
- 10.3 Bonfires are not permitted anywhere on campus.
- 10.4 A barbecue requires a special permit: application forms are available at the Temporary Use of University Space web site: www.yorku.ca/space

IV. RESERVATION PROCEDURES FOR TEMPORARY USE OF UNIVERSITY SPACE

11. Internal (York University) Eligible Users

11.1 Academic teaching facilities

The Registrar's Office (RO) is responsible for the reservation of all academic teaching facilities. For some purposes, the RO may designate other offices to coordinate the scheduling of some academic facilities.

Recognized Student Governments and Student Organizations may book academic teaching facilities through application to the Office of Temporary Use of University Space.

11.2 Other space

Academic or administrative offices, departments, colleges, organized research units (ORUs), employee groups, or an individual student or employee with an eligible co-sponsor may book space by applying to one of the following:

- Local Reservation Agent (for spaces controlled locally in a Faculty, department, college, office, etc.; for specialized facilities such as sport and recreation activity spaces; etc.)
- Office of Temporary Use of University Space (all other uses)

12. External Users

- 12.1 External users may request the rental of facilities through Accommodation and Conference Services for the Keele Campus, or Hospitality Glendon for the Glendon Campus. The request shall not be granted if the requested use conflicts with University needs.
- 12.2 For some purposes, the University may designate other offices to coordinate the rental of specialized facilities (e.g., Faculty of Fine Arts for Fine Arts performance facilities, and the School of Kinesiology and Health Science for gymnasias, stadium, sports fields, pool, etc.).

13. Process

- 13.1 Eligible Users should refer to the Temporary Use of University Space web site to find descriptions of University spaces that are available for booking. Descriptions include related reservation details and contact information for Local Reservation Agents.

A Temporary Use of University Space application received electronically from a York University authenticated e-mail address is acceptable as a signed document, providing the sender is an Eligible User with signing authority for his/her organization or office.

- 13.2 When a request for temporary use of University space is received, the Local Reservation Agent or the Office of Temporary Use of University Space (as applicable):

13.2.1 Determines the eligibility of the applicant

13.2.2 Determines the availability of the space and reserves the space tentatively.

13.2.3 Notifies the applicant of the tentative reservation pending receipt of a completed Temporary Use of University Space application form within a reasonable timeframe. Advises the applicant that the space may be

released if a completed application form is not received within a timeframe agreed upon.

- 13.2.4 Explains to the applicant that the temporary use of the space will not be authorized and a permit will not be issued until all application requirements (as outlined in the TUUS Policy and procedure) are met.
- 13.2.5 If the applicant is an Individual with an Eligible Co-sponsor, ensures that an authorized officer of the co-sponsoring group authorizes the Temporary Use of University Space Application form.
- 13.2.6 Reviews the application for temporary use of space and, where applicable, consults with University service areas (e.g., Security Services, Insurance & Risk Management, University Fire Marshal, Custodial and Grounds Services, etc.), regarding the requested event. The consultation may be conducted electronically and will include the applicable service areas and the applicant to ensure clear cross-communication. Alternatively, a consultation meeting with the relevant service areas and the applicant may be initiated by the Local Reservation Agent or Office of TUUS.
- 13.2.7 Once satisfied that all application requirements are met (including requests made by applicable services areas as a result of a consultation), approves the application form and issues an electronic authorization permit to the client. The following offices shall receive electronic notification of the authorization for all temporary use of space:

- Security Services
- Insurance & Risk Management
- Office of Temporary Use of University Space.

Where University protocol or other services are involved in the space booking or event staging, the following as applicable should be copied on the authorization permit:

- Custodial Services
- Grounds Services
- Maintenance
- Office of Building & Fire Code Compliance
- Parking & Transportation Services
- Food Services
- Department of Occupational Health and Safety
- Media Relations
- University Events & Community Relations
- Accommodation & Conference Services
- Office of the President

- 13.2.8 Advises the applicant, prior to or at the time of issuing the permit, of any additional steps required to successfully stage the event. Steps may include the need to submit a Service Request for additional caretaking

requirements, complete the on-line Audio/Visual equipment request, arrange parking passes, etc.

13.2.9 Reviews advertising plans for the event/activity with the applicant, prior to or at the time of issuing the permit:

- explains specific requirements relating to the use, in advertising materials, of the University name, logo and other registered trademarks;
- references applicable University policies and procedures (e.g., advertising of events with alcohol requires the approval of the Director of Food Services) and,
- where applicable, discusses plans for off-campus advertising.

V. ADVISORY COMMITTEE ON EXTERNAL SPEAKERS

A faculty member, registered student, governor or staff member who has serious reservations about the appropriateness of an external speaker may articulate his or her concern in writing to the Chair of the Advisory Committee on External Speakers, who will review the concern from the point of view of Canadian law or University policy and provide advice to the President. Please refer to Appendix A.

PLEASE REFER TO THE TEMPORARY USE OF UNIVERSITY SPACE WEB SITE FOR:

- **SPECIFIC UNIVERSITY SPACES**
- **OTHER SERVICES**
- **APPLICATION FORMS**
- **USE OF GENERAL CAMPUS GROUNDS**
- **FREQUENTLY ASKED QUESTIONS AND ANSWERS**

OTHER RELATED POLICIES, PROCEDURES AND GUIDELINES

<http://www.yorku.ca/secretariat/policies/>

The Sale, Service and Use of Alcohol Beverages on Campus
Businesses and Programs Operating on York University Premises
Food Services (under review)
Outdoor Noise on Campus
Operation of Vehicles on Walkways
Posting
Protocol for Special Events and Visits of High Profile Guests to the University

APPENDIX A

ADVISORY COMMITTEE ON EXTERNAL SPEAKERS

Background

York University supports the principles of free speech and academic freedom. The opportunity exists for the full range of views to be heard. York will deny a speaker the opportunity to speak at the University only in the most exceptional circumstances. A Presidential advisory committee has been established to ensure that there is an opportunity to review concerns of York community members who have serious reservations from the point of view of Canadian law or University policy regarding the views that might be presented by an external speaker.

Advisory Committee Membership

The advisory committee shall consist of a chair, appointed by the University President. The chair shall be a York University faculty member who is an authority on freedom of expression and has considerable familiarity with University policy and procedure. Other members of the advisory committee shall be the University Secretary and General Counsel and a member of the Senate Student Caucus.

Terms of Reference

The terms of reference of the advisory committee are to review any speakers invited to York University about whom members of York community have serious reservations from the point of view of Canadian law or University policy and to provide advice to the President in a timely fashion.

Review Procedure

A faculty member, student registered at York University, Governor or staff member who has serious reservations about the appropriateness of a speaker from outside the University who is announced to speak in any venue at York University, shall document those reservations in writing and submit them as soon as possible but no later than one week before the scheduled speech at York University to:

Chair, Advisory Committee on External Speakers
c/o University Secretariat
1050 York Research Tower
Telephone: 416-736-5310
Fax: 416-736-5094