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THE UNIVERSITY OF BRITISH COLUMBIA

REPORT TO THE BOARD OF GOVERNORS

SUBJECT **CONSOLIDATION OF POLICY #107 (SHORT TERM USE OF UNIVERSITY SPACE) AND POLICY #98 (COMMERCIAL ENTERPRISES ON CAMPUS) INTO A NEW POLICY #107 (BOOKING AND RENTAL OF UNIVERSITY SPACE)**

MEETING DATE **April 14, 2014**

Forwarded to the Board of Governors on the
Recommendation of the President

**APPROVED FOR
SUBMISSION**

A handwritten signature in black ink, appearing to read 'D. Farrar'.

David H. Farrar
Acting President and Vice-Chancellor

Presented By Hubert Lai, Q.C., University Counsel
Pierre Ouillet, Vice-President Finance, Resources and Operations
Deborah Buszard, Deputy Vice-Chancellor and Principal

Report Date March 6, 2014

DECISION REQUESTED **For Information**

EXECUTIVE SUMMARY

The current Policies #98 and #107 concern booking and rental of space at UBC's campuses—Policy #107 is focused on bookings by the UBC community, and Policy #98 is focused on commercial enterprises.

Administrative and structural changes at UBC have rendered these policies outdated. The number of UBC facilities that contain space that may be booked by members of the UBC community and external parties has increased.

The proposed amendments to Policy #107:

- combine the subject matter of Policy #98 and #107; and
- define Bookable Space as that space made available for bookings, and:
- confirm the units responsible for booking Bookable Space;
- establish generally applicable guidelines and procedures for bookings, whether for short-term (less than 4 weeks) or longer;
- provide for greater central reporting and accountability, by:
 - requiring units to establish pace-specific rate structures that must be approved centrally (by the Vice-President, Finance, Resources and Operations); and
 - requiring units to establish space-specific guidelines and procedures that must be approved by the head of the unit.

Place and Promise COMMITMENT(s) The proposed amendments to Policy #107 support the Place and Promise commitments to student learning, community engagement and outstanding work environment.

Place and Promise ACTION(s) In support of the commitments to student learning, community engagement and outstanding work environment, the proposed amendments to Policy #107:

- support student well-being, personal development and outstanding campus life;
- support an inspiring workplace that cultivates well-being, resilience and commitment; and
- contribute to a vibrant campus, engaging neighbouring communities and providing economic, social and cultural benefits.

Description & Rationale

Introduction

Currently, Policy #107 governs the use of space on the Vancouver and Okanagan campuses on a short-term basis. Since the Policy was last revised in 2005, the administrative units responsible for classroom bookings and outdoor bookings have changed.

The current Policy #98 sets out the requirements for commercial enterprises operating on campus. This Policy was updated in 1997.

Current Policies Outdated

In conjunction with its review of Policy #107, the Policy Review Committee also reviewed Policy #98 and concluded that the policy no longer accurately reflected who commercial enterprises should contact to obtain approval for operation of their business on UBC's campuses.

The Policy Review Committee concluded that the current Policies #98 and #107 need substantive updating.

One Policy, instead of Two

The Policy Review Committee concluded that the approval process for businesses operating on UBC campuses should be found in the same place as the processes for all other users. This will be helpful for members of the UBC community, and, in particular, the units who have the responsibility of administering Bookable Space.

Therefore, the Policy Review Committee has incorporated the content of the current Policy #98 into the proposed Policy #107, and recommends rescinding Policy #98 following the adoption of the proposed Policy #107.

Proposed Policy moves toward integrated space management

At the Okanagan Campus, Bookable Space is managed by the Central Booking Office and classroom space is managed by Enrolment Services.

At the Vancouver Campus, however, with the exception of classrooms, Bookable Space and the rules that govern each of these spaces are not centrally managed. As a result, booking availability, and the booking procedures and rates are not coordinated.

The proposed Policy provides general principles for rates and booking procedures, and ensures enhanced visibility of such booking rates and procedures to the University community, and the Administration. This is a necessary informational and procedural step toward development of integrated, Bookable Space management, UBC-wide.

Summary of Amendments

The proposed amendments to Policy #107 and the Policy Review Committee's rationale are as follows:

- *Expanded Scope.* The scope of Policy #107 has been expanded so that it can be a single point of reference. The Policy applies to all booking and rental of Bookable Space, whether on a short-term (less than four weeks) or a longer basis, which includes academic activities, both core activities and ancillary activities such as academic conferences; events; commercial activities; and filming and photography.
- *Name Change.* The name of proposed Policy has been changed to reflect this expanded scope.
- *Commitment to Freedoms.* The proposed Policy confirms the University's commitment to the principles of freedom of expression and non-discrimination, as well as its commitment to ensuring the safety and security of persons and facilities. The proposed Policy directs those with questions or concerns about the balancing of these interests, to contact the Office of the University Counsel.
- *Responsive to Administrative Changes in Scheduling Services.* Under the current Policy, Scheduling Services (formerly Classroom Services) is responsible for approving short-term use of UBC spaces and facilities at the Vancouver campus, including events, subject to requests to rent specific facilities, which are handled by the department responsible for that particular facility (i.e. Athletics and Recreation for Thunderbird Stadium). Due to recent restructuring, Scheduling Services no longer manages event approval or outdoor bookings.
- *Responsive to Administrative Changes in Event and Filming and Photography.* Event and film approvals require extensive coordination (for example, road closures and traffic management for large, high impact events such as marathons) to ensure that space is available on campus and impacts are minimized and since the Policy was last revised in 2005, the number of large, high impact events that involve multiple areas on campus has significantly increased. Accordingly, there is now an event and film approval and permitting process for which Campus and Community Planning is responsible. In addition to administering the booking and rental of events and filming / photography on the Vancouver campus, Campus and Community Planning will now also be

responsible for other bookings and rentals of outdoor space on the Vancouver campus that are not designated teaching or research space, or “Designated Facilities”.

- *Appropriate definition of Bookable Space.* To ensure that only the appropriate spaces owned or controlled by the University are captured by the Policy, the term “Bookable Space” is now a subset of “University Lands and Facilities”, meaning it is those lands and space within University facilities that are made available by the University for bookings. Therefore, if a new University facility is to be unavailable for booking, that facility automatically does not fall within the definition of “Bookable Space” in the Policy.
- *Recognition that other Permissions may also be Required.* The proposed Policy explicitly states that in addition to obtaining approval for use of the space from the responsible unit, a user may also need to obtain permit(s), license(s) and/or approval(s) from the applicable “Permitting Authority”. Also, if the University has established a process for obtaining that permission, that process must be followed. Who the Permitting Authority is, depends on where the activity takes place, and what the activity is. For example, at UBC’s Vancouver campus, the Permitting Authority for business licensing is Campus and Community Planning (pursuant to the Business Licensing land use rule passed pursuant to Policy #92). At UBC’s Okanagan campus, the Permitted Authority for business licensing is the City of Kelowna.
- *Site-Specific Guidelines and Procedures.* In practice, units who administer bookings and rentals establish their own guidelines and procedures for booking and rental of Bookable Space. The amended Policy reinforces practice by:
 - establishing generally applicable principles that such rules must follow;
 - requiring units to:
 - formally establish their rules,
 - have those rules approved by the Administrative Head of the unit, and
 - make their rules publicly accessible or available upon request.

Requiring the Administrative Head’s oversight and including the generally applicable principles in the Policy, rather than exhaustively listing booking rules and procedures allows flexibility to particular circumstances, while ensuring accountability.

- *Site-Specific Rate Structures.* Although units responsible for administering the booking or rental of Bookable Space still have the flexibility to establish their own rate structures for bookings and rentals, the proposed Policy provides more guidance in terms of the rates to be charged to users and the cost recovery from third parties for use of Bookable Space. There is sufficient oversight over the

rates that are established through the inclusion of the requirements that all rate structures be approved by the Vice-President Finance, Resources and Operations as part of the unit's normal budgeting process. The amended Policy also clearly states that rates charged to third parties should at least achieve direct and appropriate indirect cost recovery, as this is not expressed in the current Policy and has created some difficulties for units attempting to recover such costs.

- *The Role of Treasury.* UBC's Treasury has extensive experience in administering and negotiating agreements governing third party and long-term use of Bookable Space. Under the current Policies, Treasury is involved in long-term and commercial use of Bookable Space. The amended Policy expands upon Treasury's role by making it a requirement for all units to inform Treasury where:
 - Bookable Space is being occupied for a term of four weeks or longer; and/or
 - where there is exclusive or near exclusive use of Bookable Space.

The proposed Policy also offers Treasury's guidance to any unit determining the appropriate terms and conditions to place on a booking or rental.

Finally, the proposed Policy confirms that Treasury, once engaged by a unit, may require that any booking or rental of Bookable Space be formalized in a written agreement that addresses, at minimum the customary legal matters listed in the procedures to the proposed Policy.

- *Identification of Responsible Units for each Bookable Space.* The amended Procedures to the Policy set out a list of the various types of Bookable Space, and the various types of uses to which such space may be put. The amended Procedures set out an easy to read chart that identifies the unit responsible for bookings and rentals of such space.
- *Designated Facilities and Designated Administrators.* The current Policy #107 contains a list of units that administer bookings and rentals in their facilities. This list is out-of-date in light of administrative changes at the University as well as changes to the facilities themselves (facilities are repurposed, demolished and new facilities constructed with regularity). Therefore, any list included in the Procedures would be shortly out-of-date, and the process of amended Procedures is not an appropriate mechanism to keep the list up-to-date. Therefore, the proposed Policy delegates this task to the Responsible Executives, who are responsible for creating the list and keeping it up-to-date. The creation of the list will include designating Bookable Space within their respective campuses as "Designated Facilities" and for each Designated Facility, a Designated Administrator, meaning the faculty, department or unit that will administer the booking and rental of that space. This list is to be publicly available and posted online.

Designated Administrators are responsible for administering the booking and rental of their Designated Facilities for any type of activities. To ensure that there are no adverse effects of Events and Filming / Photography taking place at Designated Facilities, the Designated Administrators are required to inform Campus and Community Planning (if on the Vancouver campus) or the Central Booking Office (if on the Okanagan campus) in advance of such activities taking place, and inform the persons making the booking that additional approvals will be required.

- *Special Booking Priorities.* Finally, in light of the importance of UBC Conferences and Accommodation having access to classroom space at UBC’s Okanagan campus, in the P.A. Woodward Instructional Resources Centre and Allard Hall, the proposed Procedures makes specific reference to these booking priorities.

SCHEDULE Subject to any feedback from the Board of Governors, the proposed Policy #107 will be
 Implementation distributed for public comment by the University community. The Policy Review
 Timeline Committee will consider all comments received.

It is anticipated that the results of the consultation, and any revisions to the Policy made as a result, will be brought back to the Board of Governors at its meeting in September 2014.

BENEFITS The proposed amendments to Policy #107 will bring the Policy into alignment with the
 Learning, Research, University’s existing practices and will create a more streamlined, user-friendly process
 Financial, for booking and renting Bookable Space, thereby encouraging the use of indoor and
 Sustainability & outdoor space in a variety of ways, and by a variety of users.
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CONSULTATION
 Relevant Units,
 Internal & External
 Constituencies

The Office of the University Counsel constituted a Policy Review Committee, comprised of the following members, to undertake a comprehensive review of Policy #98 and Policy #107:

- Michal Jaworski, Legal Counsel, Office of the University Counsel (Chair)
- Joe Stott, Director of Planning, Campus and Community Planning
- Carole Jolly, Director of Campus Programs and Animation, Campus and Community Planning
- John Metras, Managing Director, Infrastructure Development
- James Heth, Assistant Treasurer, Contracts and Leases, Treasury
- Anne DeWolfe, Director, Foundation Unit, Enrolment Services
- Kavie Toor, Associate Director, Facilities and Business Development, Athletics and Recreation
- Allan De Jong, General Manager, Conferences and Accommodation
- Suzanne Nazareno, Acting Director, Student Housing and Hospitality Services, UBC Okanagan
- Mario Kasapi, Associate Director, University-Industry Liaison Office
- Denise Pearce, Superintendent, Customer Service, Building Operations
- Winsome Glover, Associate Lawyer, Richards Buell Sutton LLP

The Policy Review Committee unanimously agrees to put forward the proposed Policy #107 for the Board’s information, and for public consultation.


The amended Policy, and the current Policy #98 and Policy #107 are attached.

MATERIALS

- Attachments
- Attachment 1: Proposed Policy #107
 - Attachment 2: Current Policy #98
 - Attachment 3: Current Policy #107

Previous Report Date	N/A	Decision
Discussion Points		
Action / Follow Up		

ATTACHMENT 1: PROPOSED POLICY #107

	<p>The University of British Columbia Board of Governors</p>	<p>Policy No.: 107</p>	<p>Approval Date: [Anticipated: September 2014]</p> <p>Last Revision: June 2005 (Policy 107) Feb 1997 (Policy 98)</p>
		<p>Responsible Executives:</p> <p>Vice-President Finance, Resources and Operations (UBC Vancouver)</p> <p>Deputy Vice-Chancellor and Principal, (UBC Okanagan)</p>	
<p>Title: Booking and Rental of UBC Space</p>			
<p>Background & Purposes:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>The purposes of this Policy are to:</p> <ul style="list-style-type: none"> - 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. <p>This Policy does not govern the allocation of UBC Land and Facilities amongst faculties, ancillary and administrative units.</p>			

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 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: [Anticipated: September 2014]

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)

DRAFT

 <p>The University of British Columbia Board of Governors</p>	<p>Policy No.:</p> <p style="text-align: center;">98</p>	<p>Approval Date: July 1977</p> <p>Last Revision: February 1997</p>
	<p>Responsible Executive: All Vice-Presidents</p>	
<p>Title:</p> <p style="text-align: center;">Commercial Enterprises on Campus</p>		
<p>Background & Purposes:</p> <p>To ensure that commercial enterprises on campus conduct their businesses in ways that promote and reinforce the objectives of the University.</p>		

1. General

- 1.1. Commercial undertakings on the University Campus are permitted only with the prior written approval of the Vice President responsible for the area/function in which the commercial undertaking is to take place and through a provision in the lease agreement between UBC and an organization such as the Alma Mater Society or Discovery Parks Inc.
- 1.2. Commercial activities of short duration, including the making of films and the staging of events such as rock concerts, also require the prior written approval of the Vice President responsible for the area/function.
- 1.3. The prime consideration for granting approval is the extent to which a commercial enterprise promotes and reinforces the objectives of the University.
- 1.4. All leases, licenses or other agreements that permit commercial enterprises to operate on campus incorporate the condition that the products and services offered meet the needs for products and services of students, staff, faculty and residents at optimum value, with minimal impact on the environment, and are not incompatible with the major purposes of the University.
- 1.5. In addition, any party operating a commercial enterprise on the campus is required to comply with all rules and regulations that the University may establish from time to time.

PROCEDURES

Approved: July 1977

Revised: February 1997

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 and are incorporated in the next publication of the UBC Policy and Procedure Handbook."

1. General

- 1.1. When a commercial enterprise is authorized to operate on the University Campus, a lease, license or agreement between the commercial enterprise and the University is prepared, detailing all arrangements, including time period covered, the insurance required and financial terms.
- 1.2. The Vice President of the area affected ensures that use of the University Campus by any tenant, its agents, customers, employees, invitees, and/or licensees accords with the policies and procedures of the University, in an environment that promotes and reinforces the objectives of the University.
- 1.3. Changes in University rules and regulations affecting commercial enterprises are communicated in writing.
- 1.4. Rules and regulations established for commercial enterprises may not be applicable to those with agreements effective prior to the approval date of this policy; however, all renewals of such agreements will incorporate terms as described above.


2. Rules and Regulations

- 2.1. The University of British Columbia has enacted a policy to ensure that all commercial enterprises on campus conduct their business in ways that promote and reinforce the objectives of the University.
- 2.2. The University has enacted the following rules and regulations for all commercial enterprises operating on campus:
 - 2.2.1. All commercial enterprises entering into a lease or license with the University must provide to the Board of Governors, on an annual basis, on or before October 31 in each calendar year a business plan for the upcoming calendar year;
 - 2.2.2. All business plans delivered to the Board of Governors pursuant to paragraph 1 shall include a description of all goods and services to be provided together with all proposed price changes, service changes, and/or any other matters which might be reasonably expected to affect the manner in which such good and services are to be provided;
 - 2.2.3. Any and all prices increases and/or changes in services or goods shall be approved in advance by the University, provided that the University shall not prohibit such price changes and/or the manner in which such goods or services are provided if the result of such prohibition will make the commercial enterprise economically unviable;
 - 2.2.4. The use of the campus shall be in compliance with the Official Community Plan;

- 2.2.5. A commercial enterprise operating on the campus shall not be construed as partners with, joint ventures of, or having entered into any other relationship with the University and the University shall not be responsible for any liabilities of such commercial enterprises;
- 2.2.6. The minutes of all directors meetings of commercial enterprises shall be delivered to the University in a timely manner in so far as such minutes relate to the use of campus.

3. Definitions

- 3.1. *University campus* means all locations where the University conducts its teaching, research and service operations.
- 3.2. *Commercial enterprise* means any commercially oriented business or organization.
- 3.3. *Commercial activities* means commercial enterprises of short duration.
- 3.4. *Ethical procedures* refers to those conducted with the highest level of integrity, in full compliance with the law, as well as the relevant policies of the University.
- 3.5. *Minimum impact on the environment* describes activities that promote the reduction, reuse and recycling of materials and equipment; reduce the use of materials toxic to the environment; and standardize common supplies and equipment where possible.
- 3.6. *Optimum value* means the delivery of the right goods and/or services to the right place, at the right time, and at the right price, with a minimum impact on the environment.

 <p>The University of British Columbia Board of Governors</p>	<p>Policy No.: 107</p>	<p>Approval Date: March 2001</p> <p>Last Revision: June 2005</p>
	<p>Responsible Executive: All Vice-Presidents</p>	
<p>Title: Short-Term Use of University Space</p>		
<p>Background & Purposes: The purpose of this Policy is to establish responsibility and priorities for allocation and use of University Space at UBC Vancouver and UBC Okanagan on a Short-Term basis.</p>		

1. General

- 1.1. This Policy recognizes that a variety of user groups have an interest in using University Space from time to time on a short-term basis. For the purposes of this Policy, four user groups are identified:
 - 1.1.1. Academic/Administrative Users
 - 1.1.2. Academic Invitees
 - 1.1.3. Student Societies
 - 1.1.4. Commercial/Other Third Parties
- 1.2. The University reserves the right to manage and restrict access to indoor and outdoor University Space. In recognition of the University’s commitment to the principle of academic freedom, the University does not restrict freedom of expression and will only impose limitations on the time, place, and manner of such expression as may be necessary to ensure that the University’s activities, as well as the safety and security of persons and facilities, are not compromised. Furthermore, the University will not discriminate in a manner prohibited by the Human Rights Code.
- 1.3. This Policy should be read in conjunction with any other applicable policies, including but not limited to Policy #6 (Environmental Protection Compliance), Policy #7 (University Safety), Policy #13 (Serving and Consumption of Alcohol at University Events or on University Premises), Policy #14 (Response to Threatening Behaviour), Policy #15 (Smoking), Policy #16 (Non-University Use of University Services and Facilities), Policy #98 (Commercial Undertakings on Campus), Policy #116 (Commercial Agreements Initiated By External Affairs and The Freedom of Information and Protection of Privacy Act) and Policy #120 (Posting of Notices, Poster and Signs).

2. Authorization and Allocation

- 2.1. All University Space is under the control and management of the University and is subject to its policies. This Policy applies to the allocation of all University Space on a Short-Term basis only.

- 2.2. All prospective Academic Invitees and Commercial/Other Third Parties must first have their request authorized by the relevant person as described in the Procedures framed by the President under this Policy, as amended.

UBC Vancouver

- 2.3. Classroom Services is responsible for authorizing and allocating UBC Vancouver's University Space for short-term use. Exceptions are listed under the Procedures of this Policy.
- 2.4. All queries regarding Short-Term use of University Space at UBC Vancouver pursuant to this Policy should be directed to Classroom Services at (604) 822-9946.
- 2.5. Parties other than Academic/Administrative Users wishing to secure UBC Vancouver University Space for longer periods should contact the Treasury Department at (604) 822-3661.

UBC Okanagan

- 2.6. The Department of Facilities Management at UBC Okanagan is responsible for authorizing and allocating short-term use of UBC Okanagan's University Space other than Recreational Facilities. The Recreation Facilities Clerk is responsible for authorizing and allocating short-term use of UBC Okanagan's Recreational Facilities. Exceptions are listed under the Procedures of this Policy.
- 2.7. All queries regarding Short-Term use of University Space at UBC Okanagan pursuant to this Policy should be directed to the Department of Facilities Management at (250) 470-6006.
- 2.8. Parties other than Academic/Administrative Users wishing to secure UBC Okanagan University Space for longer periods should contact the Department of Facilities Management at (250) 470-6006.

3. Setting Priorities for Use of University Space

- 3.1. The University retains the discretion to reserve University Space for specific uses on a case-by-case basis. University Space is categorized as restricted or non-restricted. Restricted space refers to lecture theatres, laboratories, gymnasiums and office space that are assigned to specific departments and use of this space is scheduled internally by those departments. Non-restricted space includes all other University Space and is generally scheduled by Classroom Services at UBC Vancouver and by the Department of Facilities Management at UBC Okanagan in accordance with the Procedures. Except where facilities are devoted to restricted uses and not generally available for booking, the University will generally prioritize Short-Term use of University Space in accordance with the following rankings:
 - 3.1.1. Academic/Administrative Users
 - 3.1.2. Academic Invitees
 - 3.1.3. Student Societies
 - 3.1.4. Commercial/Other Third Parties
- 3.2. A subsequent booking will only displace a previously confirmed booking of lower priority in exceptional circumstances.

4. License Agreements

- 4.1. All use of University Space by Academic Invitees, Student Societies, and Commercial/Other Third Parties shall only be permitted in accordance with a license agreement, oral or in writing as required by the University, that adequately addresses the following matters:
 - 4.1.1. compliance with all applicable laws, including but not limited to hate legislation, relating to the licensee's use of the University Space;
 - 4.1.2. indemnity in favour of the University;
 - 4.1.3. insurance;
 - 4.1.4. liability;
 - 4.1.5. government fees & licenses;
 - 4.1.6. cancellation;
 - 4.1.7. set-up/clean-up charges & extra services (e.g. AV equipment/furniture/catering);
 - 4.1.8. rules concerning signs, posters, advertising, merchandising, etc.;
 - 4.1.9. University trademarks & copyright;
 - 4.1.10. hours covered by agreement;
 - 4.1.11. liquor regulations, if applicable;
 - 4.1.12. security and policing, if applicable;
 - 4.1.13. traffic and parking;
 - 4.1.14. safety and emergency procedures;
 - 4.1.15. smoking;
 - 4.1.16. costs;
 - 4.1.17. overhead charges;
 - 4.1.18. opening/closing fees;
 - 4.1.19. service fees;
 - 4.1.20. rental charges, damage charges & cancellation fees, if applicable;
 - 4.1.21. noise; and
 - 4.1.22. any other relevant matters.
- 4.2. Authority for establishing the specific terms of each license agreement is delegated to the Director of Classroom Services at UBC Vancouver and to the Manager, Department of Facilities Management at UBC Okanagan, and the specific terms may vary depending on factors such as the nature, time, length and date of the proposed use. Execution of any license agreement on behalf of the University shall be subject to the Signing Resolutions of the Board of Governors.

5. Fees

- 5.1. Fees will be charged in accordance with the Procedures.

6. Definitions

- 6.1. *University Space* means all real property to which the University has right of possession, whether by way of ownership or by lease or otherwise. It is noted that real property owned by the University but leased out to a third party (such as the Student Union Building at UBC Vancouver, Thea Koerner Graduate Student Centre at UBC Vancouver, and the Mountain Weather Office at UBC Okanagan) is not included within the definition of University Space.
- 6.2. *Short-Term*, when used in reference to a period of access or use, means access or use for a period of generally less than four weeks.

- 6.3. *Academic/Administrative Users* are academic units and administrative units of the University including all faculty members and staff who are acting in their capacity as employees of the University, that wish to use University Space for official University purposes. Examples of such University purposes include the following:
- 6.3.1. regularly scheduled classes or similar activities for University credit course offerings (i.e. University degree and diploma courses approved by Senate);
 - 6.3.2. occasional seminars, discussion groups, or similar activities for University credit course offerings;
 - 6.3.3. official meetings or activities of faculties or departments;
 - 6.3.4. Continuing Education activities of faculties, including those organized through the Centre for Continuing Education and programs for professional and career development (e.g. Commerce Diploma Division, Commerce Real Estate Division, Continuing Education in the Health Sciences, and Continuing Legal Education);
 - 6.3.5. Continuing Education Language Institute;
 - 6.3.6. other courses offered by the Centre for Continuing Education; and
 - 6.3.7. official meetings or other similar activities of faculty or staff.
 - 6.3.8. *Academic/Administrative Users* also include organizations that are supported by the University with finances, time, or professional skills (e.g. Alumni Association, etc.) and bargaining units representing University employees (e.g. Service Employees International Union, CUPE, BCGEU) that wish to use University Space for their regular business meetings.
- 6.4. *Academic Invitees* are persons and organizations that the University wishes to host within University Space and to whom the University extends an invitation. They generally include accredited organizations with a special or direct relationship to the University, are normally of an educational, cultural, professional, or social service nature, and are non-profit in operation (e.g. educational institutions, Learned Societies, charities). *Academic Invitees* may also include University students in their individual capacities, if they are approved by the Vice-President, Students.
- 6.5. *Student Societies* are the UBC Vancouver Student Association, the UBC Okanagan Student Association, the Graduate Student Society, and the University Publications Society, together with official clubs, constituency societies, and subsidiary organizations that are a part of the UBC Vancouver Student Association, the UBC Okanagan Student Association, the Graduate Student Society, or the University Publications Society.
- 6.6. *Commercial/Other Third Parties* are all persons or organizations other than *Academic/Administrative Users*, *Academic Invitees*, and *Student Societies* who wish to use University Space. Examples of *Commercial/Other Third Parties* include movie production companies, wedding parties, concert and festival organizers, and may include the federal and provincial governments.

PROCEDURES

Approved: March 2001

Revised: June 2005

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 and are incorporated in the next publication of the UBC Policy and Procedure Handbook."

1. General

1.1. Non-restricted University Space is scheduled by Classroom Services at UBC Vancouver and by the Department of Facilities Management at UBC Okanagan. However, certain non-restricted areas, examples of which are listed at the end of these procedures, should be booked directly through specific booking contacts. The list of such directly booked areas and applicable contact information at the end of these procedures is intended to be informative but not exhaustive, and may change from time to time. All other requests for use of non-restricted University Space should be submitted by e-mail, fax or phone to Classroom Services at UBC Vancouver or to the Department of Facilities Management at UBC Okanagan, as appropriate, no less than 10 days prior to the date of the event. Requests will be processed and a booking confirmation forwarded to the booking contact as follows:

1.1.1. Use by Academic/Administrative Users. Booking of non-restricted University Space must be done through Classroom Services at UBC Vancouver and through the Department of Facilities Management at UBC Okanagan, as appropriate.

1.1.1.1. Fees are not normally charged for academic and administrative use of University Space. However, fees are applied for opening and/or closing services when the event occurs outside regular operating hours. Fees may also be applied for additional staff, resources or equipment services.

1.1.2. Use by Academic Invitees. Booking of non-restricted University Space by Academic Invitees who have a direct or special relationship with the University must be done through Classroom Services at UBC Vancouver and through the Department of Facilities Management at UBC Okanagan, as appropriate.

1.1.2.1. Requests for such use of space must be approved by the appropriate Dean or Administrative Head and submitted in writing.

1.1.2.2. Fees are chargeable for opening and/or closing services when the event occurs outside regular operating hours. Fees may also be applied for additional staff, resources or equipment services.

1.1.3. Use by Student Societies. Booking of non-restricted University Space by Student Society/Student Users for seminars, meetings or any other event must be submitted by an authorized representative of the student organization to Classroom Services at UBC Vancouver and through the Department of Facilities Management at UBC Okanagan, as appropriate.

1.1.3.1. Fees are not normally charged for use of University Space by Student Societies. However, fees are applied for opening and/or closing services when the event occurs outside regular operating hours. Fees may also be applied for additional staff, resources or equipment services.

1.1.4. Use by Commercial/Other Third Parties. Booking of non-restricted University Space by Commercial/Other Third Parties must be submitted in writing to Classroom Services at UBC Vancouver and through the Department of Facilities Management at UBC Okanagan, as appropriate. Requests must be made at least 10 days prior to the date of the event. Request forms for UBC Vancouver are available via the web (<http://students.ubc.ca/facultystaff.classrooms.cfm>) or may be obtained via e-mail, phone or fax. Request forms for UBC Okanagan may be requested via phone, in person or by fax. Requests for such use may be denied on the basis that it is of a competing or conflicting nature with University services.

1.1.4.1. Requests will be processed and a booking confirmation forwarded to the contact along with a License Agreement between the University and Commercial/Other Third Parties detailing arrangements, including time period covered, insurance and transportation, liability and financial terms.

1.1.4.2. Rents and fees based on full recovery of operating costs and expenses and market consideration *may* be applied for such use.

2. Non-Restricted University Space Booked through Departments other than Classroom Services or the Department of Facilities Management

- 2.1. *Aquatic Centre* (UBC Vancouver). Any parties wishing to secure access to the UBC Aquatic Centre should contact the Aquatic Centre Administration at (604) 822-4522.
- 2.2. *Asian Centre* (UBC Vancouver). Any parties wishing to secure access to the UBC Asian Centre should contact the International Liaison Office at (604) 822-0810.
- 2.3. *Botanical Gardens* (UBC Vancouver). Any parties wishing to secure access to the UBC Botanical Gardens should contact the Botanical Gardens Office at (604) 822-3928.
- 2.4. *Cecil Green Park* (UBC Vancouver). While Cecil Green Park is not under lease to the Alumni Association, it is administered by the Alumni Association under separate rules from those set forth in this Policy and nothing in this Policy shall be construed so as to affect any arrangements currently in place between the University and the Alumni Association. Any parties wishing to secure access to Cecil Green Park should contact the Alumni Association directly at (604) 822-3313.
- 2.5. *Chan Centre for the Performing Arts* (UBC Vancouver). Any parties wishing to secure access to the Chan Centre for the Performing Arts should contact the booking office of the Chan Centre for the Performing Arts directly at (604) 822-9197.
- 2.6. *First Nations Longhouse* (UBC Vancouver). Any parties wishing to secure access to the UBC First Nations Longhouse should contact the building manager of the First Nations Longhouse directly at (604) 822-5023.

- 2.7. *Food Services Facilities* (UBC Vancouver). The Department of Food Services is operated as an ancillary of the University. Any parties wishing to secure access to any facilities over which the Department of Food Services has been delegated jurisdiction by the Vice-President, Finance and Administration should contact the administration office of UBC Food Services directly at (604) 822-3663.
- 2.8. *International House* (UBC Vancouver). Any parties wishing to secure access to the UBC International House should contact the booking office of the International House directly at (604) 822-0643.
- 2.9. *Leon and Thea Koerner University Centre* (UBC Vancouver). Any parties wishing to secure access to the Leon and Thea Koerner University Centre should contact either the Peter Wall Institute for Advanced Studies at (604) 822-4782 or the Sage Bistro (formerly the Faculty Club) at (604) 822-1500.
- 2.10. *Library* (UBC Vancouver). Any parties wishing access to the Library should contact the Facilities Office of the Library at (604) 822-3858.
- 2.11. *Morris and Helen Belkin Art Gallery* (UBC Vancouver). Any parties wishing to secure access to the Morris and Helen Belkin Art Gallery should contact the booking office of the Morris and Belkin Art Gallery directly at (604) 822-2759.
- 2.12. *Museum of Anthropology* (UBC Vancouver). Any parties wishing to secure access to the Museum of Anthropology should contact the booking office of the Museum of Anthropology directly at (604) 822-4643.
- 2.13. *Norman McKenzie House* (UBC Vancouver). Authority over specific space in and to the exterior and gardens immediately adjacent is vested in the President or her/his delegate.
- 2.14. *Playing Fields, Tennis Courts, Gym* (UBC Okanagan). Any parties wishing to secure access to any of these facilities should contact Recreational Facilities at (250) 470-6030.
- 2.15. *Student Residences and Conference Centres* (UBC Vancouver and UBC Okanagan). The Department of Housing and Conferences is operated as an ancillary of the University. Any parties wishing to secure access to any facilities over which the Department of Housing and Conferences has been delegated jurisdiction by the Vice-President, Students, which includes all student residences and all attached meeting space, should contact the UBC Conference Centre directly at (604) 822-1060. Also, from May through August, inclusive, the UBC Conference Centre has a higher booking priority for academic classrooms in the Woodward IRC and Curtis Law buildings than all other users except academic core courses.
- 2.16. *Thunderbird Winter Sports Centre, Stadium, War Memorial Gym, Student Recreation Centre, Rugby Pavilion, Tennis Centre and all Playing Fields* (UBC Vancouver). Authority over the Thunderbird Winter Sports Centre, the Stadium, the Gymnasium of the War Memorial Gym, the Student Recreation Centre, the Rugby Pavilion, the Tennis center and all Playing Fields has been delegated to the Department of Athletics by the Vice-President, Students. Any parties wishing to secure access to any of these facilities should contact Athletic Facilities at (604) 822-3918.