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THE UNIVERSITY OF BRITISH COLUMBIA

REPORT TO THE BOARD OF GOVERNORS

SUBJECT PROPOSED POLICY #107 - BOOKING AND RENTAL OF UBC SPACE

CONSOLIDATION AND AMENDMENT OF

- POLICY #107 - SHORT-TERM USE OF UNIVERSITY SPACE
- POLICY #98 – COMMERCIAL ENTERPRISES ON CAMPUS

MEETING DATE FEBRUARY 12, 2015

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

**APPROVED FOR
SUBMISSION**

Arvind Gupta, President and Vice-Chancellor

Presented By David Farrar, Provost and Vice-President Academic
Deborah Buszard, Deputy Vice-Chancellor and Principal
Hubert Lai, Q.C., University Counsel

Report Date February 12, 2015

DECISION REQUESTED IT IS HEREBY REQUESTED that the UBC Board of Governors:

- a. repeal existing Policy #98 – Commercial Entities on Campus;**
- b. repeal existing Policy #107 – Short Term Use of University Space; and,**
- c. adopt proposed Policy #107 – Booking and Rental of UBC Space.**

EXECUTIVE SUMMARY

Existing 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 rentals by commercial enterprises.

Administrative and structural changes have rendered these policies outdated, and the number of facilities that contain bookable space has increased.

The proposed Policy #107 – Booking and Rental of UBC Space achieves the following by:

- combining the subject matter of Policy #98 and #107 into one cohesive policy;
- identifying the units responsible for booking bookable spaces;
- establishing generally applicable guidelines and procedures for bookings, whether for a short-term (less than 4 weeks) or longer; and
- providing for accountability in two ways:
 - requiring units to establish space-specific rate structures that must be approved centrally (by the Vice-President, Finance); 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) Proposed Policy #107 supports 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, proposed Policy #107:

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

Description & Introduction

Rationale The existing 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 existing Policy #98 sets out the requirements for commercial enterprises operating on campus. This Policy was last 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 UBC's approval processes have evolved and the policies were no longer accurate. The Policy Review Committee concluded that:

- the current Policies #98 and #107 need substantive updating; and
- 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.

Summary of the Proposed Policy

A summary of proposed Policy #107 and the Policy Review Committee's rationale are as follows:

- *Expanded Scope.* The proposed Policy would set out the basic rules that apply 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.
 - *Balancing Commitment.* The proposed Policy would confirm the University's respect for the principles of freedom of expression and non-discrimination, as well as its commitment to ensuring the safety and security of persons and facilities, and the right of the University to ensure that any use of Bookable Space does not comprise the
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University's or the University community's activities. 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 existing 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 (e.g. Athletics and Recreation for Thunderbird Stadium). Due to recent restructuring, Scheduling Services no longer manages event approval or outdoor bookings. The proposed Policy would reflect these changes.
- *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. Since the existing Policy #107 was 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 is now also responsible for other bookings and rentals of outdoor space on the Vancouver campus that are not designated teaching or research space. The proposed Policy would reflect these changes.
- *Appropriate definition of Bookable Space.* To ensure that only the appropriate spaces owned or controlled by the University are captured by the proposed Policy, the term "Bookable Space" is now a subset of "University Lands and Facilities", meaning that "Bookable Space" is not all of the University's lands, but only those parts of it that are made available by the University for bookings.
- *Recognition that other Permissions may also be Required.* The proposed Policy would reinforce 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 Permitting 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 proposed Policy would reinforce this 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.

In addition, the proposed Policy would require that the guidelines and procedures must 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.
- *Site-Specific Rate Structures.* Although units responsible for administering the booking or rental of Bookable Space 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 as part of the unit's normal budgeting process. The proposed Policy also clearly states that rates charged should at least achieve direct and appropriate indirect cost recovery. This had not been expressed in the existing 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 existing Policies, Treasury is involved in long-term and commercial use of Bookable Space. The proposed Policy would expand upon Treasury's role by making it a requirement for all units to inform Treasury where the booking involves exclusive use or near-exclusive use of the Bookable Space.

The unit responsible for administering the booking would have to inform Treasury before any firm commitment is made; but the Policy also ameliorates concerns about Treasury negatively impacting their efficiency by encouraging any units whose normal business operations including booking Bookable Space to work with Treasury to standardize and streamline communications, including establishing norms for contacting Treasury, and creating and implementing template booking documents and agreements.

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

Finally, the proposed Policy would confirm 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 proposed 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 proposed 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 existing 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 would delegate this task to the Responsible Executives, who are, in turn, responsible for appointing a person who shall be responsible for creating the list and keeping it up-to-date. Provisions provide for consultation of affected units, and a dispute resolution mechanism. This list is to be publicly available, and posted online.

The creation of the list involves designating specific Bookable Spaces as a "Designated Facility" and confirming the identity of the Designated Administrator, who administers the booking and rental of that space.

Designated Administrators are responsible for administering the booking and rental of their Designated Facilities for any type of activity, except Filming / Photography. To ensure that there are no adverse effects of Events taking place at Designated Facilities, the propose Policy would require Designated Administrators 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 may 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, and in the P.A. Woodward Instructional Resources Centre, the proposed Procedures would make specific reference to these booking priorities.

The Policy Review Committee unanimously supports the Repeal of Policy #98 and #107, and the adoption of the proposed Policy #107.

COSTS N/A
Capital &
Lifecycle Operating

FINANCIAL N/A
Funding Sources,
Impact on Debt Ratios

SCHEDULE The proposed Policy will, if approved by the Board, come into effect immediately.
Implementation
Timeline

RISKS N/A
Financial, Operational
& Reputational

BENEFITS The proposed Policy #107 would bring UBC's policies into alignment with the University's Learning, Research, Financial, Sustainability & Reputational practices and would create a more streamlined, user-friendly process for booking and renting Bookable Space, thereby encouraging the use of indoor and outdoor space in a variety of ways, and by a variety of users.

CONSULTATION The Office of the University Counsel constituted a Policy Review Committee, comprised of Relevant Units, Internal & External Constituencies 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

Following the presentation of the Proposed Policy #107 to the Board in April 2014, a public consultation was conducted, during which 9 comments were received.

Subsequently, at the request of the Administration, the Chair of the Policy Review Committee presented the Proposed Policy to the following:

- Committee of Deans, in writing;
- Okanagan Leadership Team, on Oct 16th, 2014, in person;
- Vancouver Senate Academic Building Needs Committee, on Oct 21, 2014, in person;
- Okanagan Academic Buildings and Resources Committee, on Oct 24, 2014, in person;

The following information is available from the Virtual Office of the Board Secretariat:

1. Proposed Policy #107
2. Existing Policy #98
3. Existing Policy #107
4. Copy of Comments received
5. Summary of the Public Comments and the Committee's Responses
6. Comparison of Pre and Post Consultation versions of Policy #107

The Policy Review Committee unanimously agrees to put forward the proposed Policy #107 for approval.

UBCPT COMMENTS

Complete for all reports that include a property component

Date of Review:

N/A


Signed Off by:

Previous Report Date April 14, 2014

Decision For Information

Action / Follow Up Present for Public Consultation

ATTACHMENT 1: Proposed Policy #107

	<p>The University of British Columbia Board of Governors</p>	<p>Policy No.: 107</p>	<p>Approval Date: [Anticipated: February 2015]</p> <p>Last Revision: June 2005 (Policy 107) Feb 1997 (Policy 98)</p>
		<p>Responsible Executives:</p> <p>Vice-President, Finance (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, 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.</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; and - 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 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: [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.* 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 are 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
Restricted Teaching Space	All activities, but see section 2.1.4 below.	The unit allocated the Restricted Teaching Space by UBC

Type of Bookable Space	Use	Primary point of Contact
<p>Research, Administrative and Ancillary Space</p> <p>(see definition, section 1.1.4 above)</p>	<p>Core Academic / Educational Activities</p> <p>Other Academic / Educational Activities</p> <p>Athletic or Recreational Activities</p> <p>Administrative Activities</p> <p>Commercial Activities</p> <p>Events</p> <p>(see below for Filming and Photography)</p>	<p>The unit allocated the Bookable Space by UBC</p>
<p>General Teaching Space, Research, Administrative and Ancillary Space, and all other <u>indoor</u> Bookable Space</p>	<p>Filming and Photography</p>	<p>Campus and Community Planning</p>
<p>Designated Facilities</p> <p>(see definition, section 1.1.3 above)</p>	<p>Core Academic / Educational Activities</p> <p>Other Academic / Educational Activities</p> <p>Athletic or Recreational Activities</p> <p>Administrative Activities</p> <p>Commercial Activities</p> <p>Events</p>	<p>The Designated Administrator</p> <p>(see definition, section 1.1.3 above)</p>

Type of Bookable Space	Use	Primary point of Contact
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
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)

 <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.

Lui, Yvonne

From: Audain, Kyra
Sent: May-20-14 9:41 AM
To: Lui, Yvonne
Subject: FW: Comments on policy #107



From: Innes, John [<mailto:john.innes@ubc.ca>]
Sent: May-17-14 1:09 PM
To: 'university.counsel@ubc.ca'
Subject: Comments on policy #107

These changes seem largely OK, although some of the references need to be more specific. For example, who does and does not need permission to undertake photography and filming on campus? Suggesting that permission needs to be obtained from Campus Planning is unacceptable – this is a large and disorganized office where there is little contact between individuals. A specific position needs to be identified who will be made aware that they are the responsible person for giving the permissions.

The policies work for existing buildings and facilities. However, the VP Finance is introducing a new financial model for the maintenance of buildings, whereby Faculties are responsible for the upkeep of new facilities. (Since this could kill all further growth on campus, the model may have to be revised). If a Faculty is responsible for funding all actual and deferred maintenance for a building/facility, then the Faculty needs to have a much greater say in the possible financial remuneration over the use of the building than is currently allowed for in draft Policy 107.

Best wishes

John Innes

Lui, Yvonne

From: Audain, Kyra
Sent: May-22-14 10:06 AM
To: Lui, Yvonne
Subject: FW: CALL FOR COMMENTS – Proposed New Policy #107 (Booking and Rental of UBC Space)



From: Murphy, Michael (m.murphy)
Sent: May-22-14 10:05:32 AM (UTC-08:00) Pacific Time (US & Canada)
To: 'university.counsel@ubc.ca'
Subject: RE: CALL FOR COMMENTS – Proposed New Policy #107 (Booking and Rental of UBC Space)

MESSAGE FROM DEAN FRANK

Under "GENERAL" (p.2)

Section 1.4

Additional approvals will be required for bookings of non-UBC space. Anyone booking/renting non-UBC space must receive approval by UBC. This might be further defined. Perhaps there should be some threshold based on budget. Does approval by UBC involve any restrictions on what types of spaces are being booked/rented based on what activities might taking place?

The policy provides more clarity and accountability for reporting.

Best,

Blye

Michael Murphy
Assistant to the Dean
Faculty of Education
University of British Columbia
2616 - 2125 Main Mall | Vancouver BC Canada V6T 1Z4
Phone: 604-827-2221 | Fax: 604-822-6501
m.murphy@ubc.ca | educ.ubc.ca




From: "Heads.Up@ubc.ca" <Heads.Up@ubc.ca>
Date: May 15, 2014 at 12:08:54 PM PDT
To: "ubcv-headsup@interchange.ubc.ca" <ubcv-headsup@interchange.ubc.ca>, "ubco-headsup@interchange.ubc.ca" <ubco-headsup@interchange.ubc.ca>
Subject: CALL FOR COMMENTS – Proposed New Policy #107 (Booking

3

Lui, Yvonne

From: Audain, Kyra
Sent: June-03-14 2:01 PM
To: Lui, Yvonne
Subject: FW: Proposed Policy #107 - Booking and Rental Of UBC Space



From: Vessey, Mark [<mailto:Mark.Vessey@ubc.ca>]
Sent: June-02-14 4:37 PM
To: university.counsel@ubc.ca
Cc: gc.asst.principal@ubc.ca
Subject: Proposed Policy #107 - Booking and Rental Of UBC Space

Dear Hubert and Colleagues:

I am writing to urge you to consider including stronger, or perhaps more precise, language in the final version of this policy, in regard to one of the commitments stated at 2.1, viz. that the use of bookable space should not "compromise the University's activities, [or] the safety and security of persons and facilities."

As Principal of Green College, I find I am spending more and more time ensuring that the proliferation of outdoor non-academic events and event-venues in the North Campus area, especially along Marine Drive, does not negatively impact the residential living conditions of members of the College, their guests, and guests of the University staying in our Guest House. Cecil Green Park (where the College is situated) and the surrounding area are much favoured by wedding parties, film production crews, road-race organizers and others, for events that are capable of generating loud noise and other kinds of disturbance at all hours of the day and night, as well as affecting access routes to the College. The recent addition of a hill-top "tentable" facility north of the Museum of Anthropology, capable of hosting late-night parties for hundreds of people, is a case in point. Thanks to the work of Arlene Chan's Outdoor Events Committee, and the collegial response of our neighbours at MOA and elsewhere (once alerted to the issues), we have so far avoided or mitigated the worst (possible) impacts. Beyond common sense and goodwill, however, we have nothing to rely on.

Is it possible to add language to the policy that would spell out that the "University's activities" and the "security of persons" include the possibility for students, faculty and academic visitors (a) to have reliable access to their residential accommodation (for which they are paying rent or charges to SHHS) and (b) to sleep at night without risk of major disturbance by nearby non-academic events in bookable spaces? Green College is particularly vulnerable in both these respects, being a residential facility hemmed in by non-residential facilities, but I assume that many of the same considerations would arise for other residential facilities on campus.

Some more explicit provision of that kind would protect the legitimate interests of members of the campus community.

Thank you for your consideration of this request.

Sincerely,

Mark.

Mark Vessey, MA, DPhil
Principal | Green College
The University of British Columbia | Vancouver
6201 Cecil Green Park Road | Vancouver, BC Canada V6T 1Z1



Lui, Yvonne

From: Audain, Kyra
Sent: June-16-14 8:52 AM
To: Lui, Yvonne
Subject: FW: CALL FOR COMMENTS Proposed New Policy #107 (Booking and Rental of UBC Space)

From: Allan, Susan [mailto:susan.allan@ubc.ca]
Sent: June-14-14 11:20 AM
To: university.counsel@ubc.ca
Subject: FW: CALL FOR COMMENTS Proposed New Policy #107 (Booking and Rental of UBC Space)

Please find below some concerns regarding the roll out of the policy and clarification around what type of programs fall into which categories.

Thank you,

Susan Allan

From: Victor, Amanda
Sent: Sunday, June 08, 2014 7:21 AM
To: Allan, Susan
Subject: Re: CALL FOR COMMENTS Proposed New Policy #107 (Booking and Rental of UBC Space)

Hi Susan,

I just wanted to get you the comments on the proposed new policy #107 on booking and rental of UBC space. I think the document is relatively straightforward and so from my perspective it makes sense for the institution to have central booking take care of the external/non-academic spaces and enrollment services to do the same for academic space. The following are my thoughts:

1. Most of the issues I can see will be with the implementation of this new policy, for example how will the system function for the client (us) booking the space. Nowhere does it say if the booking systems will change or how this could impact us. Of course that's because it's a policy but I think some follow up questions about the roll out of the policy that splits the contacts between many different units instead of one central unit is a valid inquiry. If they do not have a user-friendly way to implement this change it could be difficult. For instance during SSP or Counselor tour we would be split with our use of space between Enrollment Services (academic: faculty lectures) and central booking (administrative activities like presentations/ lunches etc). I think there it's valuable to point out that not all events on campus fit neatly within the booking types/parameters outlined and what will be the impact on groups like recruitment that are spanning these types. I realize we are the minority and this fits for the majority of the university business but it could be important to point out our position so that some language, if deemed important, could be put into place.
2. What I do think could use some clarification (although not within the body of the policy) is that programs like the Summer Scholars Program on the Okanagan campus specifically are non-credit, so this would mean they do not get priority booking of classroom space like core academic/educational activities (credit courses). While in the Summer this is rarely an issue on the Okanagan given our reduced use of space but this could change. I think SSP actually falls a little between the cracks as it is non-credit (so not part of Core Academic/Educational

Activities 1.2.1) but taught by our faculty members and could potentially produce a revenue like credit courses. Of course this is thinking long term (if summer space in the Okanagan becomes more competitive and if we move towards revenue generation). Right now SSP fits fairly well into type 1.2.2 Other Academic/Educational Activities. This sections states "which includes all courses offered by Continuing Studies". Without our own Continuing Studies department at the Okanagan I am making the assumption that courses like SSP will be considered in this type and with the same weight as Continuing Studies courses are treating in Vancouver but again, it could be worth clarifying.

3. Section 5.1 likely needs some clarify for us as it states that in the summer months Conferences and Accommodations has a higher booking priority than all other uses for classroom space except Core Academics. Since SSP is a noncredit course (so not a Core Academic priority) will that mean we fall within the Conferences and Accommodations priority use or because we are our own unit do we fall outside of this and will have a lower priority. This is very important mostly because 5.1.3 specifically outlines the Okanagan campus in this respect and therefore the impact in Vancouver for this section of the policy seems minimal. If we are a lower priority I think that for the May – August we should be deemed closer to core academic priority than a random external conference that is coming into the university. It's likely in practice we would be treated as such but this will likely be a bigger issues as our campus fills more in the summer so it would be good to gain clarification on this now.

I hope that's helpful.

Thanks
Amanda

From: <McKellin>, Karen <kmckelli@mail.ubc.ca>

Date: Thursday, May 15, 2014 2:05 PM

To: "Molstad, Kirsten" <kirsten.molstad@ubc.ca>, "Waugh-Clark, Karen" <karen.waugh@ubc.ca>, "Lam, Teresa" <teresa.lam@ubc.ca>, "Koester, Kira" <holthe@mail.ubc.ca>, "Allan, Susan" <susan.allan@ubc.ca>, Amanda Victoor <amanda.victoor@ubc.ca>

Subject: FW: CALL FOR COMMENTS – Proposed New Policy #107 (Booking and Rental of UBC Space)

Can I ask you all to look this over. Susan if you can roll up any comments from UBC O perspective and send in, that would be great. Can I ask Kira to amalgamate any comments from Vancouver campus perspective and send in

From: owner-ubcv-dir-hu-vpa@interchange.ubc.ca [<mailto:owner-ubcv-dir-hu-vpa@interchange.ubc.ca>] **On Behalf Of** Heads.Up@ubc.ca

Sent: Thursday, May 15, 2014 12:09 PM

To: ubcv-headsup@interchange.ubc.ca; ubco-headsup@interchange.ubc.ca

Subject: CALL FOR COMMENTS – Proposed New Policy #107 (Booking and Rental of UBC Space)

This message is being sent on behalf of Hubert Lai, Q.C., University Counsel to all members of the UBC Heads Up distribution list at the Vancouver and Okanagan campuses. Please distribute broadly.

CALL FOR COMMENTS – PROPOSED POLICY CONSOLIDATION: POLICY #107 – SHORT TERM USE OF UNIVERSITY SPACE, AND POLICY #98 – COMMERCIAL ENTERPRISES ON CAMPUS INTO A NEW POLICY #107 – BOOKING AND RENTAL OF UBC SPACE

Lui, Yvonne



From: Audain, Kyra
Sent: June-16-14 1:44 PM
To: Lui, Yvonne
Subject: FW: COMMENTS – Proposed New Policy #107 (Booking and Rental of UBC Space)

From: Neilly, Michelle [<mailto:michelle.neilly@ubc.ca>]
Sent: June-16-14 1:43 PM
To: university.counsel@ubc.ca
Cc: Patel, Anil; Saunders, Bethany
Subject: COMMENTS – Proposed New Policy #107 (Booking and Rental of UBC Space)

Hello,

Thank you for providing the Faculty of Medicine with the opportunity to review the draft UBC Policy 107. Our main comment pertains to section 2.1.3 of the Policy which includes the matrix of bookable space at UBC Okanagan. It appears that "Restricted Teaching Space" is missing from this matrix – either on purpose or by accident.

The Faculty of Medicine has the following restricted teaching space at the UBC Okanagan - Reichwald Health Care Centre:

- 2 x Lecture Theatres (RHS 257, RHS 260)
- 1 x Multi-Purpose Lab (RHS 223)
- 1 x Gross Anatomy Lab (RHS 250)
- 3 x Small Seminar Rooms (RHS 129, 148, 227)
- 7 x Problem Based Learning Rooms (RHS 146, 147, 225, 228, 230, 231, 233)

With this in mind, we would recommend that "Restricted Teaching Space" be included in section 2.1.3 of the draft policy.

Many thanks.

Michelle Neilly

Director - Space Planning and Facilities Management | Faculty of Medicine
The University of British Columbia
317 - 2194 Health Sciences Mall | Vancouver, BC Canada V6T 1Z3
Phone 604 822 4301 | Cell 778 989 9570 | Fax 604 822 6061
michelle.neilly@ubc.ca
www.med.ubc.ca



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From: owner-ubcv-admin-asst-deans-ap-princ@interchange.ubc.ca [<mailto:owner-ubcv-admin-asst-deans-ap-princ@interchange.ubc.ca>] **On Behalf Of** Heads.Up@ubc.ca
Sent: Thursday, May 15, 2014 12:09 PM
To: ubcv-headsup@interchange.ubc.ca; ubco-headsup@interchange.ubc.ca
Subject: CALL FOR COMMENTS – Proposed New Policy #107 (Booking and Rental of UBC Space)

Lui, Yvonne



From: Audain, Kyra
Sent: June-16-14 3:02 PM
To: Lui, Yvonne
Subject: FW: CALL FOR COMMENTS – Proposed New Policy #107 (Booking and Rental of UBC Space)

Importance: High

From: Johnson, Robert [mailto:rob.johnson@ubc.ca]
Sent: June-16-14 2:55 PM
To: university.counsel@ubc.ca
Cc: Cull, Ian; Shakespeare, Michael; Petkau, Sherry; Simon, Christine; Boyd, Carol; Johnson, Robert
Subject: FW: CALL FOR COMMENTS – Proposed New Policy #107 (Booking and Rental of UBC Space)
Importance: High

Good afternoon,

As requested, attached please find some comments on proposed Policy # 107:

The Athletics & Recreation Dept. (A&R) on the Okanagan Campus has a few questions for your consideration:

1. Please confirm to which of the categories listed we belong. It seems as 1.1.3 is the best application in the context of the Okanagan Campus rec facilities, but 1.1.4 is where the terminology *Ancillary* and *Athletic* is found. We note that in 1.1.4 the Central Booking Office is listed as the primary point of contact for these spaces however, on the Okanagan Campus the Athletics & Recreation Dept. is mandated to handle all Rec. & Athletic facility bookings. (see point #3 below). There is no desire on this campus to alter this arrangement at this time.
2. Please confirm the programs and activities we offer fall into the category of *Other Academic / Educational Activities*
3. Please confirm that we do indeed have the responsibility and authority for booking all Recreational Spaces on the Okanagan campus (with the exceptions of the Commons and the Trails).
4. With respect to item 2.3 of the policy, please confirm what is meant by "*an Event*" and please confirm how far in advance of the event this notice is required to be given.
5. With respect to *item 5. Specific Booking Priorities* – the rec. facilities on **the Okanagan Campus should be EXCLUDED**. As a quasi-ancillary department, Athletics & Recreation has its own mandate to articulate the campus over the summer months and to generate revenue via summer camp programs and other revenue generating activities. While we work with *Conferences and Accommodations* whenever possible, the proposed language will not provide a workable arrangement for this campus.

Happy to discuss as necessary.

Best,

Rob

Rob Johnson



Lui, Yvonne

From: Burns, Jennifer
Sent: June-16-14 6:17 PM
To: 'university.counsel@ubc.ca'
Subject: Proposed Policy #107

Hi all,
I did not see any reference to use of information technology or compliance with Policy 104, Acceptable Use and Security of UBC Electronic Information and Systems. I think this should be listed as a related policy, if not specifically referenced in Policy 107.
Thanks!

Jennifer

Jennifer Burns,
Director, Client Services
Information Technology | Engage. Envision. Enable.
The University of British Columbia
Tel: 604.822.2221
Twitter: @ubcdircients



Lui, Yvonne

From: Frye, Amy
Sent: June-16-14 11:52 PM
To: university.counsel@ubc.ca
Cc: Lewis, Patrick
Subject: Feedback on policy #107

Hi there,

I am writing to provide feedback on the proposed policy #107. Please see my comments below. I have cc'd Patrick Lewis of the UBC Botanical Gardens as we share some of the same questions about this proposed policy consolidation and how it will affect our unites. Patrick, please chime in with anything I have missed.

My main interest is in understanding how this policy will affect units such as the UBC Farm that rely on revenue from events in order to support our academic mission. We would anticipate that things can be worked out so that we do not experience any delays or negative impacts on our rental program due to these policy changes. Thanks for your consideration, and I look forward to hearing back from you regarding some of the specifics below.

Cheers,
Amy Frye

3.1 Rate structures

- What will the approval process for rate structures involve, especially for units that have existing rate structure in place? We have rate structures that have been in place for at least 8 years that have continued to evolve with the market place and further research on comparable spaces; can you clarify what the approval process will involve?

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.

This clause is concerning and could directly impact weddings and other rentals where we need to make quick sales and commitments in order to remain competitive – and, there may be a high volume of these cases for both UBC Farm and other units. It would like more explanation as to the necessity of this clause and how it will work in practice.

On page 5: **1.1.3 Designated Facility and Designated Administrator**

It looks like we will have to get the Executive to designate our facilities and the administrator. Can you also explain this process, especially for units that have already in a routine for many years of regularly approving bookings within their units.

--

Amy Frye

Director | Centre for Sustainable Food Systems at UBC Farm
Faculty of Land and Food Systems | The University of British Columbia
3461 Ross Drive
(Location) 2357 Main Mall (mailing) | Vancouver, BC Canada V6T 1Z4
Office 604 822 5092 | Cell 778 230 5808 | Fax 604 822 6839
amy.frye@ubc.ca | www.ubcfarm.ubc.ca

Lui, Yvonne



From: Audain, Kyra
Sent: June-17-14 11:32 AM
To: Lui, Yvonne
Subject: FW: Feedback on policy #107

Importance: High

From: Lewis, Patrick [<mailto:palewis@mail.ubc.ca>]
Sent: June-17-14 11:24 AM
To: university.counsel@ubc.ca
Cc: Frye, Amy; Beck, Kimberley; Edwards, Meredith
Subject: RE: Feedback on policy #107
Importance: High

I would like to echo Amy Fry's concerns, particularly with section 5.1. which could have a significant negative affect on both the Farm and Botanical Garden's revenue streams.

Patrick Lewis

Patrick Lewis
Director, UBC Botanical Garden, Faculty of Science, UBC
T: 604-862-5805

From: Frye, Amy
Sent: June-16-14 11:52 PM
To: university.counsel@ubc.ca
Cc: Lewis, Patrick
Subject: Feedback on policy #107

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and commitments in order to remain competitive – and, there may be a high volume of these cases for both UBC
Farm and other units. It would like more explanation as to the necessity of this clause and how it will work in
practice.

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this process, especially for units that have already in a routine for many years of regularly approving bookings
within their units.

--
Amy Frye

Director | Centre for Sustainable Food Systems at UBC Farm
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**Jaworski, Michal**

From: Armstrong, Rebecca
Sent: Thursday, October 09, 2014 12:59 PM
To: Jaworski, Michal
Cc: Farrar, David; Moffett, Pamela; Parlange, Marc (APSC)
Subject: Follow-up from Deans meeting Sept.24 - Message from Ingrid Parent; and Item for Consultation on Policies 98 and

Follow Up Flag: Follow up
Flag Status: Completed

Dear Michal,

As requested, feedback re: booking and rental of UBC space:

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.

I think this paragraph needs to be symmetrical. It should equally be the responsibility of C&CP (or Central Booking) to inform Designated Administrators of events near or at their facilities that would have impact on activities at that space. Particular example: road closures for special events that prevent parents from picking their kids up from 'Geering Up' (Applied Science summer camp at UBC).

Thanks,
 Rebecca

Rebecca Armstrong
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From: <Moffett>, Pamela <pamela.moffett@ubc.ca>
Date: Thursday, 25 September, 2014 12:11 PM
To: "Averill, Gage" <gage.averill@ubc.ca>, "Bobinski, Mary Anne" <bobinski@law.ubc.ca>, "Brock, Hugh" <hugh.brock@ubc.ca>, "Coughtrie, Michael" <michael.coughtrie@ubc.ca>, "Farrar, David" <david.farrar@ubc.ca>, "Frank, Blye" <blye.frank@ubc.ca>, "Gorsuch, Anne" <gorsuch@mail.ubc.ca>, "Helsley, Robert" <robert.helsley@sauder.ubc.ca>, "Innes, John" <john.innes@ubc.ca>, "Isman, Murray" <murray.isman@ubc.ca>, MED Vice Dean <vicedean@medd.med.ubc.ca>, "Nasmith, Louise" <louise.nasmith@ubc.ca>, "Parent, Ingrid" <ingrid.parent@ubc.ca>, "Parlange, Marc (APSC)" <Marc.Parlange@ubc.ca>, "Peacock, Simon"

Jaworski, Michal

From: Bobinski, Mary Anne
Sent: Friday, October 10, 2014 8:34 PM
To: Jaworski, Michal
Cc: Falbo, Rosanna; Erhardt, Maria; Hirani, Saker; Bobinski, Mary Anne
Subject: Request for consultation Policy 107 building bookings

Greetings Michal,

Law is very grateful for the opportunity to comment on this proposal. We do have concerns about the policy and recognize that a follow up discussion might be appropriate. I have copied my assistant and our administrative staff responsible for building matters facilitate further discussion.

Comments on Policy #107

Provision 3:

- Related Policies

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.

Comments: Due to the different needs of the unit and the variety of the demands of the rooms, we would like to have the flexibility to adjust the rental rates based on these needs and demands as they arise rather than on an annual approval. For example, we have been asked to make adjustments to our rates from time to time by non-profit social justice organizations or to provide reduced costs for an undergraduate pre-law student group. We believe it benefits the university to leave these decisions at the unit level, perhaps with accountability for university resources established through an annual reporting system, if needed.

- Procedures

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. **Persons seeking to book or rent space will be charged user fees where necessary to support administrative and/or AV support.***

Comments: We recommend adding the highlighted sentence to section 2.1 of the Policy so that users understand that there is an additional fee needed for Administrative support or AV support.

- Responsive to Administrative Changes in Event and Filming and Photography : 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".

Comments: Allard Hall was specifically designed to include special outdoor spaces, e.g, associated with the House Post and water feature on the north side of the building and the courtyard space (containing legal quotes and outdoor seating) on the south side of the building. Allard Hall also has outdoor spaces within the building, e.g., the 4th floor patio, and is working with various campus units on the possibility of an additional rooftop feature. These spaces are used in a variety of ways in our student and academic programs (e.g., ceremonies led by our indigenous students and our Law Student Society as well as by conferences, reunions and other special events).

We recommend that the outdoor spaces at Allard Hall (South side lawn and North side pond area) be designated as “designated outdoor space”, assuming that this would mean that all bookings are made through UBC Law to ensure the spaces are most optimally used.

- Change to Policy: 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.

Policy states under section 5:

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)

Comments: The Faculty of Law and our broader community takes great pride in Allard Hall’s use in promoting engagement with the profession and outside community. The campaign for the building included a broad base of support and offered the inspiring vision of a law school as a place of discussion and debate about key issues in our society. Our promise to our community is being met. Events such as the BC Justice Summits sponsored by the Province are held here to facilitate broad community participation. We held over 70 conferences, reunions or special events in Allard Hall last year. We are concerned that the policy changes noted above could diminish the successful use of the important engagement features of the law building. During the summer months, Allard Hall is pleased to give booking priority on the non-restricted classrooms to UBC Conferences and Accommodations (C&A). However, the rest of the academic year Allard Hall must be able to honor other booking commitments. Our extensive external relationships allows us to connect and serve as a vital academic hub for the legal community and we are concerned that would be putting at risk such relationships if we were to neglect our community’s booking requests, jeopardizing an important form of community outreach and engagement for our Faculty.

We respectfully request that these important principles inherent in Allard Hall’s design and funding be recognized more clearly in university policy. We are concerned that the special note of Allard Hall in Section 5 will diminish rather than enhance our ability to carry to our mission. We request that the specific reference to Allard Hall be removed entirely from section 5 of the policy while we continue to honor C&A’s booking requests as we have to date.

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.

Comments: We recommend to replace "UBC may designate" to "The Unit may designate", this with the purpose of serving better both external and internal patrons.

Thanks again for the opportunity to bring forward our concerns. We look forward to further discussion.

Best regards,
MA

Mary Anne Bobinski, B.A., J.D., LL.M.

Dean and Professor | Faculty of Law at Allard Hall

The University of British Columbia

1822 East Mall | Vancouver, BC Canada V6T 1Z1

Phone 604 822 2818 | Fax 604 822 9322

bobinski@law.ubc.ca | www.law.ubc.ca | [@ubclaw](https://twitter.com/ubclaw)

Please note: Due to the volume of emails received at this address, time-sensitive items should be brought to the attention of Rosanna Falbo (falbo@law.ubc.ca)

You can access selected research papers on the Social Science Research Network (SSRN) at: Mary Anne Bobinski <http://ssrn.com/author=328741>.



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Attachment 5 – Summary of the Public Comments

#	Description of Comment	Committee Response and Recommendations	Applicable Section
1	<p>Comment from Dr. John Innes, Dean, Faculty of Forestry</p> <p>(a) The policy describes which units are responsible for booking space. Dr. Innes calls for more specific references to who is responsible.</p> <p>(b) The policy does not give the Faculty responsible for the building or facility sufficient “say” in possible revenue from bookings.</p>	<p>(a) The policy intentionally identifies only the unit responsible, so that the policy is not quickly rendered out of date with old phone numbers and position titles.</p> <p>(b) The requirement for the approval of the Vice-President, Finance, Resource and Operations is designed to ensure that the unit responsible for the facility sets appropriate booking rates, and where it is in the University’s best interests, provides space without charge. The Vice-President Finance, Resources and Operations is in the best position to balance those competing interests.</p>	3.1
2	<p>Comment from Dr. Blye Frank, Dean, Faculty of Education</p> <p>The process for UBC approval of uses that involve Non-UBC Space could be “further defined”.</p>	<p>Section 1.4 concerns bookings that involve a UBC space and a non-UBC space. For example, the UBC Grand Prix bike race. This booking involves booking UBC spaces (parking lots and open spaces) as well as public roads adjacent to UBC’s lands.</p> <p>The clause confirms that UBC’s permission is required, <i>in addition to</i> the permission of the third party (in this case, the Ministry of Transportation).</p> <p>UBC’s permission in this situation is the same as in the situation where the booking involves only the UBC space, and the Committee supports an amendment to section 1.4 to make this clearer.</p>	1.4

#	Description of Comment	Committee Response and Recommendations	Applicable Section
3	<p>Comment from Dr. Mark Vessey, Principal, Green College</p> <p>The proliferation of outdoor activities on campus presents an issue of nuisances, both noise as well as access restrictions to the Green College facility.</p> <p>Dr. Vessey notes that the Policy ensures that “University Activities” will not be disrupted, and advocates for ensuring that this term includes a reliable access to facilities and avoidance of unreasonable disruptions to academic as well as associated residential activities.</p>	<p>The Committee supports expanding section 2.1 such that UBC reserves the right to ensure that any use of Bookable Space does not compromise “UBC or the UBC community’s activities”</p> <p>In addition, the Committee supports placing the onus on units responsible for booking space to establish rules that obligate the person seeking to book space to mitigate any resulting disruptions to UBC’s or the UBC community’s activities.</p>	2.1 and 4.1.3
4	<p>Comment from Susan Allan, Associate Director, International Student Initiative – UBCO</p> <ol style="list-style-type: none"> <li data-bbox="268 805 1024 1084">1. There is a concern that larger, multiple facility events (conferences, etc.) require securing space from different entities (enrolment services for classrooms, and central booking for board rooms etc.). If there is no user-friendly way to role this out, there could be confusion. <li data-bbox="268 1084 1024 1170">2. Clarification sought on the status of programs like the Summer Scholars Program. <li data-bbox="268 1170 1024 1421">3. Section 5.1 of the Policy indicates that for the Summer months, UBC Conferences and Accommodation has a higher booking priority than all uses other than Core Academic / Educational Activities for General Teaching Space at UBC’s Okanagan Campus. There is a potential, in the long term, for Continuing Education and programs 	<p>At the Okanagan Campus, this issue is addressed through a centralized website that is user-friendly.</p> <p>At the Vancouver Campus, this is an issue inherent in a decentralized structure. Larger events, however, are coordinated through units such as Campus and Community Planning, and Conferences and Accommodation, who know how to navigate the approvals required.</p> <p>These are non-credit courses and so fall within “Other Academic/Educational Activities”</p> <p>The concerns are valid and perhaps, if demand grows for these non-credit courses, an amendment that balances priority between these units and UBC Conferences and Accommodations will need to be made. This provision is in the Procedures so that the President may make an amendment to it as needed, without the need to proceed through full board approval.</p>	5.1 of the Procedures

#	Description of Comment	Committee Response and Recommendations	Applicable Section
	<p>like the Summer Scholars Program to have their access to facilities limited. Perhaps such programs should be given priority akin to Core Academic / Educational Activities?</p>		
5	<p>Comment from Michelle Neilly, Director, Space Planning and Facilities Management, Faculty of Medicine</p> <p>In the matrix of activities and spaces in Section 2.1.1 of the Procedures, Restricted Teaching Spaces is not included. Including it is recommended.</p>	<p>The point of contact for Restricted Teaching Space is addressed in a separate section. However, in response to this comment, the Committee has agreed to include Restricted Teaching Space directly in section 2.1.1.</p>	2.1.1 of the Procedures.
6	<p>Comments from Robert Johnson, Director, Athletics and Recreation, UBC Okanagan</p> <p>Clarification was sought on how the activities and facilities of Athletics were categorized under the Policy.</p>	<p>Robert’s comments initiated a dialogue with the Committee Chair, Michal Jaworski.</p> <p>As a result, a new category of activities was drafted – Athletic or Recreational Activities, and incorporated into the matrix of spaces and uses.</p> <p>In addition, the decision of “Events” was clarified to exclude the normal activities of varsity, club and intramural athletics and recreation.</p>	1.2.4, 1.2.6, 2.1.1
7	<p>Comment from Jennifer Burns, Deputy Chief Information Officer</p> <p>Recommended including a reference to Policy 104 – Acceptable Use and Security of UBC Electronic Information and Systems in the “Related Policies, Materials and Notes” section.</p>	<p>The Committee recognizes that space bookings may include use of UBC’s electronic resources (for presentations). However, UBC’s terms of use for CW access provide notice of Policy 104.</p> <p>The Committee feels that Policy 104 is not sufficiently closely related to the booking and rental of space to warrant being mentioned.</p>	

#	Description of Comment	Committee Response and Recommendations	Applicable Section
8	<p>Comment from Amy Frye, Director, Centre for Sustainable Food Systems at UBC Farm, Faculty of Land and Food Systems.</p>		
	<p>Re: 3.1 Rate structures:</p> <p>What will the approval process for rate structures involve, especially for units that have existing rate structure in place? We have rate structures that have been in place for at least 8 years that have continued to evolve with the market place and further research on comparable spaces; can you clarify what the approval process will involve?</p>	<p>Section 3.1 confirms that as part of the unit's "normal budgeting process", the rate structure is approved by the Vice President, Finance, Resources and Operations.</p> <p>Therefore, this section does not impose any new processes. If a unit only reports their finances to a faculty or unit, then reporting and approval will happen on a consolidated basis with the faculty or unit, as per normal.</p>	3.1
	<p>Re: 5.1 Informing Treasury:</p> <p>This clause is concerning and could directly impact weddings and other rentals where we need to make quick sales and commitments in order to remain competitive - and, there may be a high volume of these cases for both UBC Farm and other units. It would like more explanation as to the necessity of this clause and how it will work in practice.</p>	<p>Re: 5.1 Informing Treasury:</p> <p>The policy, as originally drafted, is intended to ensure that units who are making this subset of bookings (many don't fall within this category) contact UBC's Treasury, so that Treasury can ensure that the proper procedures and documentation are being utilized. The unwritten practicality is that once Treasury is satisfied with the procedure and documentation, Treasury and the unit will establish the circumstances where further contact with Treasury is and when it is not necessary. The Committee will be considering a change to Policy as follows:</p> <p style="padding-left: 40px;">If booking Bookable Space in the manner described above is a normal part of the operations of a unit, Treasury and the unit should establish protocols and template documents to standardize and streamline communications with Treasury, including establishing norms for contacting Treasury, and creating and implementing template booking documents and</p>	5.1

#	Description of Comment	Committee Response and Recommendations	Applicable Section
		<p>agreements.</p> <p>The Botanical Gardens and the Farm have worked with Treasury and the Office of the University Counsel to establish templates etc., so the Committee anticipates that these units are already acting in accordance with the letter and the spirit of the proposed Policy.</p>	
	<p>RE: 1.1.3 Designated Facility and Designated Administrator</p> <p>Can you also explain this process, especially for units that have already in a routine for many years of regularly approving bookings within their units.</p>	<p>Re: 1.1.3:</p> <p>The plan is take the existing list from Policy 107, which includes the Botanical Gardens, and add those facilities that have, over the years, developed the business and expertise of making bookings, which would include the UBC Farm. The process of designating facilities will be set out in the Policy's Procedures. The process that is being proposed is that the Responsible Executive will designate a person to make these decisions, and that person must consult the affected facilities before adding or removing them. If a facility does not like the decision, the policy allows the decision to be referred to the Responsible Executive for resolution.</p>	<p>1.1.3 of the Procedures</p>
<p>9</p>	<p>Comment from Patrick Lewis, Director, UBC Botanical Gardens, Faculty of Science, echoing the comments made by Amy Frye above.</p>	<p>See section above</p>	

#	Description of Comment	Committee Response and Recommendations	Applicable Section
10	<p>Comment from Marc Parlange, Dean, Faculty of Applied Science</p> <p>I think this paragraph needs to be symmetrical. It should equally be the responsibility of C&CP (or Central Booking) to inform Designated Administrators of events near or at their facilities that would have impact on activities at that space. Particular example: road closures for special events that prevent parents from picking their kids up from 'Geering Up' (Applied Science summer camp at UBC).</p>	See response to Comment #3.	2.1 and 4.1.3
11	<p>Comments from Mary Anne Bobinski, Dean of Law at Allard Hall</p> <p>Re: 3.1 Due to the different needs of the unit and the variety of the demands of the rooms, we would like to have the flexibility to adjust the rental rates based on these needs and demands as they arise rather than on an annual approval. For example, we have been asked to make adjustments to our rates from time to time by non-profit social justice organizations or to provide reduced costs for an undergraduate pre-law student group. We believe it benefits the university to leave these decisions at the unit level, perhaps with accountability for university resources established through an annual reporting system, if needed.</p> <p>Re: 2.1 We recommend adding the sentence underlined below to section 2.1 of the Policy so that users understand that there is an additional fee needed for Administrative support or AV support.</p> <p style="text-align: center;">2.1 The following units are responsible for administering</p>	<p>The Committee feels that this section does not limit flexibility because this policy does not require each unit set a revenue target for the facility.</p> <p>Rather, it asks the unit to report in about what their rates are – those rates may be \$0. This is dealt with in the next section.</p> <p>The purpose of this section is to give the VP an idea of what units are charging, but does not require them to “lock them in” such that they are unable to do what is right in any particular instance.</p> <p>The Committee agreed that cost recovery is an important principle when setting fees. Therefore, the Committee agreed to accept the Dean’s suggestion, but to move the new language to section 3.3, which specifically deals with cost recovery.</p>	<p>3.1</p> <p>2.1 and 3.3</p>

#	Description of Comment	Committee Response and Recommendations	Applicable Section
	<p>the booking or rental of Bookable Space and are the primary points of contact for persons wishing to book or rent such space. <u>Persons seeking to book or rent space will be charged user fees where necessary to support administrative and/or AV support.</u></p>		
	<p>Allard Hall was specifically designed to include special outdoor spaces, e.g, associated with the House Post and water feature on the north side of the building and the courtyard space (containing legal quotes and outdoor seating) on the south side of the building. Allard Hall also has outdoor spaces within the building, e.g., the 4th floor patio, and is working with various campus units on the possibility of an additional rooftop feature. These spaces are used in a variety of ways in our student and academic programs (e.g., ceremonies led by our indigenous students and our Law Student Society, as well as by conferences, reunions and other special events).</p> <p>We recommend that the outdoor spaces at Allard Hall (South side lawn and North side pond area) be designated as “designated outdoor space”, assuming that this would mean that all bookings are made through UBC Law to ensure the spaces are most optimally used.</p>	<p>This request has been forwarded to John Metras, Managing Director, Infrastructure Development, as the person delegated the task of designating “Designated Facilities”.</p>	<p>1.1.3</p>
	<p>Regarding 5.1.2 of the Procedures:</p> <p>The Faculty of Law and our broader community takes great pride in Allard Hall’s use in promoting engagement with the profession and outside community. The campaign for the building included a broad base of support and offered the inspiring vision of a law school as a place of discussion and debate about key issues in our</p>	<p>The Committee took no position on this request.</p> <p>Conferences & Accommodation has agreed to the Dean’s request and the procedures have been changed, accordingly.</p>	


#	Description of Comment	Committee Response and Recommendations	Applicable Section
	<p>society. Our promise to our community is being met. Events such as the BC Justice Summits sponsored by the Province are held here to facilitate broad community participation. We held over 70 conferences, reunions or special events in Allard Hall last year. We are concerned that the policy changes noted above could diminish the successful use of the important engagement features of the law building.</p> <p>During the summer months, Allard Hall is pleased to give booking priority on the non-restricted classrooms to UBC Conferences and Accommodations (C&A). However, the rest of the academic year Allard Hall must be able to honor other booking commitments. Our extensive external relationships allows us to connect and serve as a vital academic hub for the legal community and we are concerned that would be putting at risk such relationships if we were to neglect our community's booking requests, jeopardizing an important form of community outreach and engagement for our Faculty.</p> <p>We respectfully request that these important principles inherent in Allard Hall's design and funding be recognized more clearly in university policy. We are concerned that the special note of Allard Hall in Section 5 will diminish rather than enhance our ability to carry to our mission. We request that the specific reference to Allard Hall be removed entirely from section 5 of the policy while we continue to honor C&A's booking requests as we have to date.</p>		
	Regarding Section 1.1.3 of the Procedures, which describes "Designated Facilities and Designated Administrator". The	The Committee accepted this recommendation	Section 1.1.3 of the

#	Description of Comment	Committee Response and Recommendations	Applicable Section
	University Counsel requested changes to confirm what would otherwise be the case, that the Responsible Executives would delegate the responsibility of designating facilities and administrators. The Responsible Executive are available to resolve any disputes that may arise.		Procedures
	Regarding Section 2.1.2 of the Procedures, which identifies who the primary point of contact is for each space and each activity with that space, for the UBC Okanagan campus. The Okanagan Leadership Team suggested that they be permitted greater flexibility to establish who the primary point of contact is.	The Committee accepted this recommendation.	Section 2.1.2 of the Procedures

	Other Comments and Changes Generated by the Committee upon Further Review of the Proposed Policy
	Various housekeeping, grammatical and typographical changes to the wording were necessary.
	Section 1.5 concerns UBC processes established to streamline third party permits (such as Special Occasion Liquor Licenses). It was suggested that this should be clarified, by stating that it only applies if a process for obtaining additional permits has been established.
	Section 2.1 concerns balancing the interests of freedom of expression, and disruption of activities. It was suggested that this section did not reflect that the law and Canadian society recognizes certain limits on the freedom of expression (e.g. hate speech and defamation). Therefore, the focus of the section would be on UBC's respect the right to freedom of expression. This implies the inherent limitation of that right recognized by law and Canadian society.
	Section 2.1 concerns balancing the interests of freedom of expression, and disruption of activities. It was suggested that this was too narrowly focused on the University's activities. Our campuses are home to many other members of the University Community, such as the Hospital, as well as students in their capacity as residents, as well as the residential colleges and residents in the market neighbourhoods. The recommendation is to allow the University the right to ensure that use of Bookable Space does not compromise the University's activities, but also the University communities' activities.

	<p>Section 3.3 concerns cost recovery through booking rates. This section required clarification in two respects:</p> <ul style="list-style-type: none"> - It needed to be expanded to ensure that the principle of cost recovery applied to all rates charged by the University, not just rates to third parties. - The addition of examples of <i>direct</i> cost recovery “to cover administrative, maintenance and/or audio-visual support necessary for the booking”
	<p>5.1 concerns the role of Treasury in booking spaces for exclusive or near-exclusive use, whether for a short or long term. It was suggested that this clause be amended:</p> <ul style="list-style-type: none"> - to clarify the circumstances in which Treasury must be consulted. - to confirm that where bookings are a normal part of a unit’s operations, they and Treasury should standardize and streamline communications, including establishing norms for contacting Treasury, and creating and implementing template booking documents and agreements.
	<p>Section 2.1.1 of the Procedures identifies who the primary point of contact is for each space and each activity with that space, for the UBC Vancouver campus. It was suggested that:</p> <ul style="list-style-type: none"> - Restricted Teaching Space be incorporated into this chart; - It be clarified that Campus and Community Planning is the primary point of contact for filming and photography, even on Designated Facilities.
	<p>Section 2.1.3 of the Procedures identifies who the primary point of contact is for each space and each activity with that space, for Off-Campus Space. It was suggested that it be clarified that Campus and Community Planning is the primary point of contact for filming and photography on Off-Campus Spaces.</p>

ATTACHMENT 6
Comparison of Pre and Post Consultation Versions of Proposed Policy #107

 <p>The University of British Columbia Board of Governors</p>	<p>Policy No.: 107</p>	<p>Approval Date: [Anticipated: September 2014 <u>February 2015</u>]</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:</p> <p style="text-align: center;">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<u>ancillaries</u> 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; <u>and</u> - 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 110 – Third-Party Use of University Trade-Marks](#)
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; [\(in accordance with this Policy\)](#); 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 may establish~~ [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~~ [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.* ~~The University does not restrict~~ [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 University's](#) [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, ~~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 (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); ~~and~~
- 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
- ~~4.1.34.1.4~~ 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~~ 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 ~~the booking~~ Bookable Space ~~may~~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 ~~term~~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: [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~~ Buildings, portions of a building buildings, indoor and/or outdoor ~~facility~~ facilities, and any other Bookable Space (both indoor and outdoor), ~~within their respective campuses) may be designated~~ as a Designated Facility for the purposes of this Policy. ~~The Responsible Executives must designate, and for each Designated Facility there must be~~ a faculty, department or unit responsible for administering bookings ~~and rentals for each Designated Facility~~ (referred to as the Designated Administrator). ~~The~~ Each of the Responsible Executives shall ensure 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 ~~within their campus~~ and their respective Designated ~~Administrator~~ Administrators are 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 ~~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 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.

1.2.41.2.5 *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.

1.2.51.2.6 *Events*, which means ~~events~~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.

1.2.61.2.7 *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 ~~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 <u>Athletic or Recreational Activities</u> Administrative Activities Commercial Activities	Enrolment Services

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

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

<u>Type of Bookable Space</u>	<u>Use</u>	<u>Primary point of Contact</u>
<u>General Teaching Space</u> <u>(see definition, section 1.1.1 above)</u>	<u>Core Academic / Educational Activities</u>	<u>Enrolment Services</u>
<u>All other types of Bookable Space</u>	<u>All other Activities, (including conferences, symposia and other academic/educational activities hosted by UBC faculty and/or staff)</u>	<u>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.</u>

2.1.3 Regarding Bookable Space at Off-Campus Space:

<u>Type of Bookable Space</u>	<u>Use</u>	<u>Primary point of Contact</u>
<u>Off-Campus Space, both indoor and outdoor</u>	<u>All activities, other than Filming and Photography</u>	<u>The unit allocated the Off-Campus Space by UBC</u>
<u>Off-Campus Space, both indoor and outdoor</u>	<u>Filming and Photography</u>	<u>Campus and Community Planning</u>

2.1.4 *Regarding Restricted Teaching Space* (see definition, section 4.1.21.1.2 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.

2.1.5 Regarding Bookable Space at UBC's Okanagan campus:

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

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

2.1.6 ~~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~~Whenever booking of a Designated Facility is an Event ~~or Filming and Photography~~, the Designated Administrator must ~~inform~~:

- (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
 - ~~(b)~~ _____ the Central Booking ~~office~~Office, with respect to facilities in UBC's Okanagan campus,
 - ~~(ii)~~ _____ 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 ~~the Associate Vice-President, Campus and Community Planning or the Vice-President Finance, Resources and Operations~~ 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

~~5.1.2 all classrooms in Allard Hall; and~~

(b) all General Teaching Space at UBC's Okanagan campus.

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