

Appropriate Use of Space Guidelines King's University College

Approved By: Senior Administration

Effective Date: July 2018

Amend/Review Date: July 2023

Overview:

King's University College has the right and responsibility to manage the use of, and access to, its interior and exterior space to ensure that the College's academic and non-academic activities, the safety of the community and facilities, and King's University's College's reputation are not compromised. The guidelines outline the appropriate procedures and conditions and/or limitations regarding the use and booking of University spaces.

Purpose:

These guidelines have been established to ensure that University space is utilized efficiently and responsibly and in ways consistent with College [values and priorities](#) as a Catholic University College. These guidelines will ensure that events do not affect the normal operations of the University particularly academic activities such as lectures, seminars, and work groups related to teaching and learning.

All events held on campus must be respectful of the religious, cultural and political diversity of King's University College. The Vice-Principal Finance and Support Services and The Dean of Students have the responsibility of approving such requests for use of space, considering whether they are appropriate to the philosophy and mission of the College. Priorities for the use of space include:

- Academic and needs of the College (classes, exams, etc.)
- Support for student study space during exam period (KC Garron Lounge and Spriet Learning Commons)
- Critical departmental functions (Open House, Homecoming, Orientation, meetings etc.)
- Significant community events/events that highlight King's in the community
- Campus Ministry events (Masses, Parish needs, funerals, etc.)
- External Relations events (visits from partner universities and potential partner universities, alumni and donors etc.)
- Principal's Office and Board of Directors needs
- Conference Services events

Scope:

This document contains the following sections, all of which form part of the Use of Space Policy:

Section 1 Procedures

Section 2 Guidelines For Booking and Display in the Darryl J. King Student Life Centre– Appropriate Use

The following spaces are also the subject of these guidelines:

- i. All outdoor spaces owned and operated by King's University College ([see map](#))
- ii. Student Life Centre
- iii. Labatt Hall
- iii. Wemple Hall including Thames Market Space
- iv. Kenny Theatre
- v. The Faculty Building
- vi. Dante Lenardon Hall
- vii. Broughdale Hall
- viii. South Annex
- ix. Classroom Spaces

Library Space is exempt from these guidelines. Regulations concerning use of library space is governed by the applicable library guidelines under the Director of Libraries, King's University College

Section 1 Procedures

1. Requests for use of space must be done through the [Online Bookings System](#). **No exceptions.** This form must be completed in full. Events are not considered approved until written notification is received.

2. The College offers space to individuals and groups with a variety of relationships to the College. Educational events co-sponsored by King's University College or as part of an academic or co-curricular program will have priority.

3. The College's guidelines concerning use of space will take into account the different relationships these groups have with the College.

These groups and associated guidelines will be:

a. **Student clubs and Associations annually approved by King's University College Students' Council (KUCSC), which count as their members, primarily King's students.**

- KUCSC and KUCSC clubs have priority booking in KC 214. Bookings for this room must be done through the KUCSC.
- Students can book meeting rooms in SLC (2 hour limit per day). KC203, KC204, KC205 are available for student bookings at any time under the library booking system. KC119, KC218 can be booked on weekends. Students should be informed at time of booking.
- Western student clubs will not be provided free space and applicable fees will be applied as an external group under these guidelines.
- King's will seek to place activities in the most suitable locations
- Outdoor events will need approval of Dean of Students in consultation with Physical Plant. Requests for use of outdoor space will be completed through online booking.
- King's clubs and officially recognized student groups are responsible for the conduct of guest speakers.
- There will be no rental charge; however, food services, security, custodial fees, equipment rental fees, and/or audio-visual fees may apply.

b. **Formally Approved Academic Centres at King's University College**

- First come first served for space bookings, unless College priorities warrant an exception
- Prioritization based on the importance of the event to the College's main functions
- Outdoor events will need approval of Dean of Students in consultation with Physical Plant
- There will be no rental charge; however, food services, security, custodial fees, equipment rental fees, and/or audio-visual fees may apply.

c. **Academic Departments and Budget Units**

- First come first served for space bookings, unless College priorities warrant an exception
- Prioritization based on the importance of the event to the College's main functions
- In cases of conflict, Budget Unit Heads/Chairs/functional areas will be required to work together to resolve the booking conflict.
- Requests for use of space by Budget Unit Head or Department for extended periods, **must be approved** by the Principal and/or designate(s).
- Outdoor events will need approval of Dean of Students in consultation with Physical Plant
- There will be no rental charge; however, food services, security, custodial fees, equipment rental fees, and/or audio-visual fees may apply.

d. **Organizations with contractual or partnership agreements with King's University College**

- Special consideration for academic partners as endorsed by Vice Principal Enrolment and Strategic Partnerships ([Partners List](#))
- Cannot be contrary to mission and values of King's as expressed in this document
- Cannot use resources likely to be required for King's, unless otherwise agreed to in contract.
- No bookings during Christmas holiday closing period with the exemption of Campus Ministry and Parish events.
- Outdoor events will need approval of Dean of Students in consultation with Director Physical Plant
- In addition, rental charges may apply for security, custodial fees, equipment rental fees, and/or audio-visual fees.

e. **External groups or individuals, who are not linked to the College in any formal way, and do not have established contractual agreements involving use of space arrangements with the College.**

- Cannot be contrary to mission and values of King's as expressed in this document
- No bookings during Christmas holiday closing period
- First come first served for space bookings, unless College priorities warrant an exception
- Outdoor events will need approval of Vice Principal Finance and Support Services/Conference Services in consultation with the Dean of Students and Director of Physical Plant
- Unless otherwise stipulated by special agreement or contract, external groups will be billed for use of space including room rental fees, security, food services, security fees and other services.
- External federal, provincial and municipal political campaigning will not be allowed on campus.

4. For all events involving the service of alcoholic beverages, an appropriate number of bartenders will be assigned; if deemed necessary by the Director of Physical Plant, security officers will be required to be hired.

5. The College's guidelines concerning conferences and public events by a Centre and Departments is as follows:

- a. **Events sponsored by a Centre or a Department** for which no fee is charged, such as a public lecture, there will be no rental charge; however, security, custodial fees, equipment rental fees, and/or audio-visual fees may apply.
- b. **Conferences sponsored by a Centre or Department**, for which a conference fee is charged, meeting room may or may not be waived; custodial, security, equipment rental fees and audio-visual charges may apply. Charges for any food service (if ordered) will apply according to the King's University College Catering Price Schedule, regularly maintained by Aramark. Residence rooms, if required, will be charged at the annually adjusted rate schedule.

6. Employees of the College, depending on availability, may request space at no charge, for personal, non-profit use. The King's University College Catering Price Schedule shall apply. Custodial, security, equipment rental fees, audio-visual and other charges will apply no exceptions. King's reserves the right to refuse activities if contrary to values and mission of the University.

7. Any exception to these guidelines must be approved in writing by Vice Principal Finance and Support Services in consultation with the Dean of Students. This will be valid for only one year and must be negotiated for each use.

8. As part of our risk management program, a certificate of liability insurance must be validated and in an amount acceptable to the Vice Principal Finance and Support Services of the College for all events on campus booked by an external organization or private individuals.

9. Prior to showing any non-instructional movie and media, users must consult the Director of Libraries to ensure compliance with licensing agreements as per the non-instructional use of audio-visual material policy.

10. All groups are subject to applicable policies concerning reasonable and appropriate conduct on campus. This includes but is not limited to:

- King's University College Student Code of Conduct
- King's Harassment and Discrimination Policy
- King's Statement on Academic Freedom
- KUCSC Food Services Policy
- King's AODA Policy
- Alcohol Use Policy
- Sexual Violence Policy
- Ontario Human Rights Code
- Rules of Residence
- Movie Policy (Non-Instructional Use of Audiovisual Material)
- Joanne and Peter Kenny Theatre Use Policy

- Policy on KUCSC and Club Events Food Service
- Use of Recreational/Athletic Facilities

Section 2 – Guidelines for Booking and Display in the Darryl J. King Student Life Centre (SLC)

The Guidelines for the use of space in the Student Life Centre (SLC) is as follows:

- Focus of the building is student gathering and study space and as such, every step should be taken to minimize disruption of these activities. King's reserves the right to move events to other locations if it is determined that it would compromise the needs of students.
- Guidelines for specific groups as noted in Section 1 also apply to the King Centre.
- No events will be approved during the **official university exam periods** at the College unless they are in support of the students writing exams. Must be approved by the Dean of Students.
- Dean of Students will liaise with the College and KUCSC around the designation of space for activities that are to take place in the Student Life Centre.
- All events are subject to applicable policies and procedures of King's University College.
- King's reserves the right to refuse space use if deemed contrary to mission, vision and values of the University.
- Inappropriate and unsanctioned use of space by parties will be subject to sanction under applicable policy.