

## Appropriate Use of Space Guidelines

**Approved By:** Senior Administration  
**Effective Date:** January 2025  
**Amend/Review Date:** November 2024

### **1. Overview:**

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

### **2. Purpose:**

These guidelines have been established to ensure that University space is utilized efficiently and responsibly and in ways consistent with University values and priorities. These guidelines will ensure that events do not affect the normal operations of the University.

### **3. Scope:**

All indoor and outdoor spaces owned and operated by the University fall into the scope of this policy. The only exemptions are

1. The Library, as regulations concerning use of the library space is governed by the applicable library guidelines under the Director of Libraries.
2. The Chapel at King's and the Chapel at Windermere on the Mount, as these spaces are governed by the applicable guidelines under Campus Ministry.

### **4. Process:**

Requests for use of space must be done through Conference Services using either the online booking system or by emailing [bookings@kings.uwo.ca](mailto:bookings@kings.uwo.ca). All requests will be reviewed on a first come first serve basis during week day office hours of Conference Services. Requests are not considered approved until written notification is received. Anyone using space without written approval can be asked to vacate the premises upon request by University authorities.

The Conference Services Coordinator has the responsibility of approving requests within the online booking system. This will be completed based on regular consultation with the Dean of Students regarding common grounds for concern and consideration of whether the bookings are:

- In accordance with the philosophy and mission of the University.
- In line with priorities of the University (ie. academic needs, internal events, dept needs, external events, etc)
- Respectful of the religious, cultural and political diversity of the University.

In cases where the Conference Services Coordinator is unsure, they will escalate the request to the Dean of Students. After review of the details, the Dean of Students will either approve OR provide a reason for denial that is appropriate for the Conference Services Coordinator to share with the requestor.

In cases where the Dean of Students is unsure, they will escalate the request to the Vice President and Academic Dean. After review of the details, the Vice President and Academic Dean will either approve OR provide a reason for denial that is appropriate for the Conference Services Coordinator to share with the requestor.

In cases where Vice President and Academic Dean is unsure, they will escalate the request to the President. After review of the details, the President will either approve OR provide a reason for denial that is appropriate for the Conference Services Coordinator to share with the requestor.

## **5. Common Guidelines:**

- Any exception to these guidelines must be approved in writing by the Dean of Students. This approval will be valid for only one use.
- The University reserves the right to refuse space use and/or ongoing activities of any group if contrary to the vision, mission and values of the University. Inappropriate and unsanctioned use of space will be subject to sanctions under the applicable policy.
- A first come first serve process is used for requests, unless University priorities warrant an exception.
- Conference Services will seek to place activities in the most suitable locations based on the various priorities that exist.
- In the event of an unexpected situation, Conference Services may determine that the request details (room, equipment, support, date, etc) need to change.
- No requests will be approved during the Christmas holiday closing period with the exemption of Campus Ministry and Parish events which need special permission by the Director of Physical Plant.
- Requests with services must be finalized at least 2 weeks prior to the booking date. Services include (but are not limited to): food, bar, furniture/room setup, IT equipment, IT support, parking, security, etc.
- The current food service provider is the exclusive provider of catering services at the University. Catering details must be approved by the food service provider 2 weeks prior to the booking date, otherwise options and availability become limited and a risk of denied catering exists. Denied catering is not a reason to use an outside provider.
- For all bookings 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.
- 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.
- All organizers and attendees 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

## **6. Group Specific Guidelines:**

1. The University offers space to individuals and groups with a variety of relationships to the University. These groups and associated guidelines are:
  - a. **Student Clubs and Associations annually approved by King's University College Students' Council (KUCSC), which count as their members, primarily King's students.**
    - There will be no room rental charge; however, charges such as, food services, security, custodial fees, equipment rental fees, and/or audio-visual fees will apply (if applicable).
    - Western student clubs will not be provided free space. All applicable fees will be applied as an external group under these guidelines.
    - KUCSC and KUCSC clubs have priority booking in KC214. Bookings for this room must be done through the KUCSC.
    - Students can book the KC study rooms (KC203, KC204, KC205) with a 2-hour limit per day. These study rooms are booked through the Library booking system during the academic year and through Conference Services during the summer months.
    - Students can book the KC boardrooms (KC119, KC218) with a 2-hour limit per day. These boardrooms are booked through Conference Services.
    - Clubs and officially recognized student groups are responsible for the conduct of guest speakers.
  - b. **Academic Departments and Budget Units.**
    - There will be no room rental charge; however, charges such as food services, security, custodial fees, equipment rental fees, and/or audio-visual fees will apply (if applicable).
    - In cases where a fee is charged to attendees, a room rental charge may occur.
    - 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 Dean of Students.
  - c. **Formally Approved Academic Centres at the University.**
    - There will be no room rental charge; however, charges such as food services, security, custodial fees, equipment rental fees, and/or audio-visual fees will apply (if applicable).
    - In cases where a fee is charged to attendees, a room rental charge may occur.
  - d. **Organizations with contractual or partnership agreements with the University.**
    - Charges such as food services, security, custodial fees, equipment rental fees, and/or audio-visual fees will apply (if applicable).
    - Special consideration for reduced room rental charges is to be given to [academic partners](#).
    - Cannot use resources likely to be required for the University, unless otherwise agreed to in contract.
  - e. **External groups or individuals, who are not linked to the University in any formal way, and do not have established contractual agreements involving use of space arrangements with the University.**

- Unless otherwise stipulated by special agreement or contract, external groups will be billed for use of space including room rental fees, food services, security, custodial fees, equipment rental fees and/or audio-visual fees and other services.
  - An event specific contract will be established for all external groups through Conference Services.
  - External federal, provincial and municipal political campaigning will not be allowed on campus.
  - 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.
- f. **Employees of the University**
- Depending on availability, current employees may request space at no charge, for personal, non-profit use.
  - Charges such as food services, security, custodial fees, equipment rental fees and audio-visual fees will apply (if applicable), no exceptions.

## **7. Space Specific Guidelines:**

### **Additional Guidelines Specific to Classrooms**

- During all academic terms, all classrooms required during the regular class schedule (M-Th, 8:30am-10pm & F 8:30am-4:30pm) are to be reserved through Enrolment Services.
- Outside of regular class schedule (M-Th 10pm-8:30am, F after 4:30pm, weekends and holidays), classrooms can be booked on a first come first serve basis through Conference Services.
- Classrooms are held for official exam periods in December and April. Once exams have been finalized, extra classrooms will be made available.
- Food services are not permitted in classrooms unless appropriate setup/teardown time is arranged with the food service provider.

### **Additional Guidelines Specific to Darryl J. King Student Life Centre (KC)**

- Focus of the building is student gathering and study space and as such, every step should be taken to minimize disruption of these activities. The University reserves the right to move events to other locations if it is determined that it would compromise the needs of students.
- During the official University exam periods,
  - Events will only be approved if in support of students writing exams and approved by the Dean of Students.
  - Employee boardroom requests will be placed in other buildings first in order to prioritize KC boardrooms for student use. If other boardrooms aren't available or suitable, KC boardrooms can be used by employees.

### **Additional Space Guidelines**

- Detailed guidelines for the following can be found on <https://www.kings.uwo.ca/event-form/>
  - Alumni Court Field, Firepit, Volleyball and Sportspad
  - Kenny Theatre
  - King's Green
  - Reflection Circle