

# Space Bookings Policy

**Category:** Operations

**Approval:** PVP

**Responsibility:** Registrar

**Date:** Initially approved: August 1997 Date of last revision: December 2019,

**Last approved:** January 13th, 2020

## **Definitions:**

**Bookable spaces:** All spaces that are not designated by the Space Allocation Committee for the full time use of an individual or department.

**Managing Authority:** The unit head or designate who has control over bookable space assigned to that unit.

## **Purpose/Reason for Policy:**

The purpose of this policy is to ensure the efficient and equitable use of all bookable space at Trent University in a manner that best meets the needs, mandate and objectives of the university.

## **Scope of this Policy:**

This policy applies to all bookable spaces at Trent University, including outdoor spaces and tables.

## **Policy Statement:**

It is the Policy of Trent University that all space booking requests will be made through enterprise software booking systems and approved by the Managing Authority. Recognizing that space is limited and expensive to build and maintain, Trent University reserves the right to prioritize space bookings in a manner consistent with the mandate of the university. The Managing Authority will set priorities for space allocation. Activities that contravene Trent University policies or any law will not be approved. Activities with inherent risk will not be approved unless the risks have been effectively addressed through the Activity Risk Management process or the Student Event Risk Management process.

## **Responsibilities:**

1. Registrar's Office

The Registrar's Office is responsible for booking academic spaces throughout the year.

- a) **Academic Scheduling:** The Registrar's Office schedules all Trent University academic activities such as lectures, seminars, workshops and labs, into academic space throughout the fall/winter and summer sessions.
- b) **Ad-hoc Room Booking:** All non-academic room bookings for teaching, student and administrative functions, for which there are no cover, admission or registration charges, are the responsibility of the Registrar's Office throughout the

year. Responsibility for approving the booking of ad-hoc space may be delegated to other departments once academic scheduling is complete.

## 2. Durham GTA Campus

All academic and non-academic spaces at the Durham campus are managed and reported independently from the Peterborough campus.

## 3. Outdoor Spaces

Bookable outdoor spaces are managed separately from indoor spaces. Responsibility for approving the booking of outdoor college space belongs to the college itself. Facilities Management is responsible for approving fire pit bookings. The Office of Student Affairs is responsible for approving podium bookings. Risk Management is responsible for approving the booking of parking lots.

## 4. TCSA

The Trent Central Student Association is responsible for booking all non-academic spaces in the Student Centre in accordance with the provisions of this policy and procedure. The TCSA will set booking fees for non-TCSA groups in consultation with Conference and Hospitality Services.

## 5. Academic and Administrative Departments

Requests for bookable departmental spaces such as meeting rooms are approved by the Departmental Managing Authority through the enterprise booking software.

## 6. Bata Library

The Bata Library is responsible for booking all non-academic spaces in the Library in accordance with the priorities and goals of the Library and Archives. Departmental owned spaces within the Bata Library building will continue to be managed by the department.

## 7. College Offices

The College Office Managing Authority is responsible throughout the academic year, for approving room bookings in College spaces for student and College events. All aspects of events sponsored by a college are the responsibility of the College, including any charges or costs associated with the event. College space may include dining halls, private dining rooms, senior common rooms, junior common rooms, lounges, outdoor spaces and other college-specific spaces. Conference and Hospitality Services is responsible for booking some of these spaces during the summer. College managing authorities will set booking fees for external groups in consultation with Conference and Hospitality Services.

## 8. Conference and Hospitality Services

Conference and Hospitality Services are responsible for all requests for room bookings that are:

- a) Requests for rooms from individuals or groups external to the University;
  - b) Any staff or faculty request for space for personal use (outside their role at the University);
- and

- c) All room bookings from faculty, staff and/or students, for events which there are cover, registration, or admission charges

Conference and Hospitality Services will clear the availability of the room with the appropriate Managing Authority and make arrangements for all event services such as catering and bar services if required.

During the summer semester, Conference and Hospitality Services are responsible for booking some college spaces. Conference and Hospitality Services works with the Office of the Registrar and other offices on campus to reserve other summer space as needed. Including some academic spaces if available.

For Additional event services contact Conference and Hospitality Services (See also the policy documents on Catering Services and Liquor Services available from Conference and Hospitality Services).

#### 7. Department of Athletics & Recreation

The Department of Athletics & Recreation is responsible for all requests for room/facility bookings in the Athletics Centre, as well as the Justin Chiu Stadium, Beach Volleyball Courts, and outdoor space around the Athletics Centre. Facility use shall serve athletics, recreation, academic and institutional goals, and community-based organizations. Priority for the use of facilities shall be given to regular University and Athletics & Recreation Programming. After regular programming is finalized, requests for the use of facilities for other groups, including Trent University student clubs and groups, and other departments will be considered. Trent student clubs must provide confirmation of official club status through the TCSA and a completed risk assessment through the Student Event Risk Management process for sport-related activities. Fees for use of space, set-up, cleaning or staffing will be charged according to the current Department of Athletics & Recreation Facility Rental Fee schedule.

#### **Contact Officer:**

Registrar

#### **Date for Next Review:**

March 2022

#### **Related Policies, Procedures & Guidelines**

- a) Space Bookings Procedure
- b) Free Speech Policy
- c) Activity Risk Management Policy
- d) Space Utilization Policy
- e) Student Event Risk Assessment Process

#### **Policies Superseded by This Policy:**

- a) Room Bookings Policy