**Purpose**

To provide a description of the steps that must be followed when booking university space to ensure compliance with the Interim Policy on the Booking, Use, and Cancellation of Bookings in University Space (“the Policy”).

**Procedure**

1. The unit, group, department, club, organization, etc. requesting the use of university space must contact the unit or society with initial or primary responsibility for booking the space and complete the usual process for requesting a space, which must include an explanation of the purpose of the event.

2. The unit, society, or individual with initial or primary responsibility for booking the space (“Designated Space Administrator”) will make generally available both a copy of the Policy, as well as their own space booking and use policy, to units/groups requesting space. Maintaining the policy, or a link to it, on the webpage of the unit or society fulfills the communication requirement of this provision.

3. The unit or society with initial or primary responsibility for booking the space will review the space booking request to determine whether it may be prohibited under the Policy or their own space booking and use policy.
   a. If the event is determined to be one that clearly falls into one or more categories of prohibited events under the Policy, or may otherwise contravene the space booking policy of the unit or society with initial or primary responsibility for booking the space, the unit or society will decline the request and communicate the decision to the requester.

4. If the requester either challenges the decision to decline a booking request or if the request to book the space may, in the judgment of the unit or society with initial or primary responsibility for booking the space, fall into one or more categories of prohibited events under the Policy, the university’s Event Assessment Team (EAT) will meet.
a. The unit or society with initial or primary responsibility for booking the space will contact the Office of the Vice-Principal (Finance and Administration) to request a meeting of the EAT.

b. The Event Assessment Team will review the proposed space booking request and/or event against the Policy, evaluate the specific risk(s) posed to the university, make a decision regarding whether the event will be permitted to proceed and, if so, on what conditions, and communicate the decision to the Office of the Vice-Principal (Finance and Administration).

c. The final decision regarding a request will be communicated to the requester by the Office of the Vice-Principal (Finance and Administration).

5. If any unit or society on campus becomes aware of an event taking place that is or may be or become one that would fall into one more categories of prohibited events under the Policy, the unit or society will immediately notify CSES.

   a. CSES will notify the Office of the Vice-Principal (Finance and Administration), which will liaise with additional senior administrative units as required.

   b. The event may be cancelled by the Principal, the Provost or the Vice-Principal (Finance and Administration) at this point if the event, in their view, falls into one or more categories of prohibited events under the Policy.

   c. If the event is not cancelled, or is underway CSES will attend on scene as required and prescribed by its own procedures and protocols.

   d. Following the initial response, the Event Assessment Team will be informed and may meet as necessary to discuss possible next steps, including how to reduce any future risks to the campus arising from similar situations in the future.