Policy on the Booking, Use, and Cancellation of Bookings in University Space

Category: Administration and Operations

Approval: Vice- Principals’ Operations Committee

Responsibility: Vice-Principal (Finance and Administration)

Date: Date initially approved: October 10, 2017

Date of last revision: n/a

Procedure – Procedure for the Booking, Use, and Cancellation of Bookings in University Space

Definitions:
• Event Assessment Team: A group consisting of the Provost and Vice-Principal (Academic) or designate, the Vice-Principal (Finance and Administration) or designate, the Vice-Principal (University Relations) or designate, the Vice-Provost and Dean of Student Affairs or designate, the Executive Director of Risk and Safety Services, University Legal Counsel, the Director of Campus Security and Emergency Services (CSES) or designate, the Director of Environmental Health and Safety or designate and, as required and appropriate, faculty, student, and/or staff advisory representatives to review space booking requests that may be in contravention of the Policy.

• Designated Space Administrator: Any individual in a unit that has primary or initial responsibility for booking space.

Purpose/Reason for Policy:
The purpose of the policy, and the associated procedures, is to establish the responsibility of those who manage bookings of university space for various purposes, the circumstances under which such bookings may be prohibited, and the authority of those who may cancel bookings.
Scope of this Policy:
This policy and its associated procedures apply to all staff, faculty, students, organizations, and visitors, including individuals and organizations external to Queen’s, requesting use of university space for a meeting, event, gathering, or other similar purpose.

The policy and procedures apply to the Fall, Winter, and Summer terms, and to all locations at which the university assumes responsibility for owned or rented space within Canada, including both main and west campuses in Kingston, and satellite academic and administrative offices in downtown Kingston and across Canada.

It is recognized that the university has other policies in place that pertain to acceptable conduct, including the Student Code of Conduct and Workplace Harassment and Discrimination Policy. This policy complements other such policies and does not supersede or restrict the application of them, of collective agreements, or applicable laws, including municipal by-laws.

Policy Statement:
The university is committed to providing an environment conducive to academic freedom, freedom of enquiry, free expression, and open dialogue and debate. It acknowledges that events at Queen’s provide opportunities for all of these things. The exercise of free expression is subject to the limitations outlined in the Free Expression at Queen’s University policy. The university is also committed to providing and maintaining a safe campus environment.

All space is university space, regardless of the type of space (lecture theatre, classroom, conference room, lounge, lobby, athletics fields, offices, outdoor structures or open space, etc.) or the unit/individual with initial or primary responsibility for booking the space (Faculty, School, academic or administrative department, student government, student society, etc.). The university reserves the right to control access to its property and the use of its space and facilities at all times in accordance with the requirements of this Policy and its associated procedures.

Any use of university space must abide by principles that reflect Queen’s purpose, mission, and values as outlined in various university documents such as the university’s Strategic Framework, the Senate Report on Principles and Priorities, and the Senate Statement on Freedom to Read.

All event organizers (internal and external) when seeking a space booking for their event, must disclose in the booking request to the Designated Space Administrator the following information, in addition to any other information required by Designated Space Administrator:

- The purpose of the event;
- The title or topic of the event and the title and topic of all presentations (if any) to be made at the event;
• Whether the event will involve a speaker(s) and if so the name and affiliation (if any) of the speaker(s);
• Whether the event will be photographed, video-taped or otherwise recorded;
• The anticipated number of attendees; and
• Any known security risks or needs for the event.

Organizations not affiliated with or approved by Queen’s University who use university space for non-academic events or services, must clearly state in their communications, materials and promotional materials that they are solely representing their own interests and expressing their own opinions, not those of Queen’s University.

Regardless of the academic or administrative unit with responsibility for booking a space, and regardless of the type of space being booked, any proposed event that falls into one or more of the categories below must be referred by the Designated Space Administrator to the Event Assessment Team (EAT) for review:

• Events that might reasonably be expected to interfere with the orderly operations of the university;
• Events that might impact the university’s ability to maintain a safe campus environment;
• Events that might reasonably be expected to result in injury to a person or damage to property;
• Events that might reasonably be expected to violate the limitations outlined in the Free Expression at Queen’s University policy.
• Academic events or services (such as exam preparation, tutorial activities, etc.) provided by organizations not affiliated with or approved by Queen’s University; and
• Events that contravene existing Board of Trustees, Senate, or other university policies.

Subject to an application, the EAT will make a final decision regarding whether the event will be permitted to take place or not; and, if permitted, the EAT will determine what, if any, conditions the requester must meet before the event will be allowed to proceed. Conditions could include a requirement that the requestor assume responsibility for additional costs that the university may incur as a result of the event (e.g. additional security staff, damages, etc.) and a requirement for the requester to provide a deposit to the university for such costs as determined by the university.

Where an event has been declined based on the policy or its accompanying procedure, the requester will not be permitted to submit a subsequent space booking request for the same or a similar event to any unit or society with initial or primary responsibility for booking space. If such a request is submitted, the Event Assessment Team must be notified and the requester will be restricted from using any campus space for six months (units internal to Queen’s) or 12 months (organizations external to Queen’s) from the date the subsequent space request becomes known to the EAT.
Responsibilities:
Event Services, Parking, the Office of the University Registrar, Athletics and Recreation, the Alma Mater Society, the Society of Graduate and Professional Students, and any additional academic or administrative units, or student societies, and any other unit that books space on campus:
> Responsibility to communicate the policy to any and all individuals or groups requesting the use of university space and to apply the Policy to booking decisions.
> Responsibility to refuse bookings that are in contravention of the policy.
> Responsibility to immediately notify CSES if there is uncertainty regarding the permissibility of a requested booking and its compliance with the policy prior to booking such an event.

Campus Security and Emergency Services:
> Responsibility to notify the Risk and Safety Services Office when contacted by a Designated Space Administrator if uncertain of the permissibility of a requested booking.
> Responsibility to attend on scene at an event that may be in contravention of the Policy, and to notify the Risk and Safety Services Office when such a situation presents itself.
> Authority to end an event in progress where it is reasonably anticipated that there may be acts of aggression, including abusive and/or threatening behaviour, whether by organizers, participants, invited, or uninvited persons, and/or events that may results in injury to a person or damage to property or otherwise falls into one or more of the previously listed prohibited events categories.

Risk and Safety Services Office:
> Responsibility to convene the Event Assessment Team in a timely fashion to evaluate specific risks posed to the university by a proposed event that may be in contravention of the Policy.
> Responsibility to communicate a final decision regarding a request to book university space to the requester, once considered by the EAT, whether approved or denied, and to communicate any applicable conditions to be imposed on the event in question.

Event Assessment Team (EAT):
> Responsibility to meet as requested by the Risk and Safety Services Office and to evaluate proposed space bookings against the Policy, the specific risks potentially posed to the university, and to determine the conditions to impose on such space bookings which may include the requester incurring responsibility for the costs of such things as security required for the event, damages, etc., and may require the requester to provide a deposit as stipulated by the university.

Office of the Provost:
> Authority to cancel an event, regardless of any previous approval, that in their view is a prohibited event.
Office of the Principal):
>Authority to review requests for reconsideration of decisions by the Office of the Provost to cancel an event; and, decisions by the EAT to prohibit an event.

Contact Officer
Executive Director, Risk and Safety Services
Date for Next Review
October 2022
Related Policies, Procedures and Guidelines
Strategic Framework
Senate Report on Principles and Priorities
Senate Statement on Freedom to Read
Student Code of Conduct
Senate Harassment/Discrimination Complaints Policy and Procedure
Interim Workplace Harassment and Discrimination Policy
Film Policy

Policies Superseded by This Policy
n/a
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<th>Purpose</th>
<th>Procedures for the Booking, Use, and Cancellation of Bookings in University Space</th>
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<td><strong>Purpose</strong></td>
<td>To provide a description of the steps that must be followed when booking university space to ensure compliance with the Policy on the Booking, Use, and Cancellation of Bookings in University Space (“the Policy”).</td>
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| **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 (“Designated Space Administrator”) and complete the usual process for requesting a space, which must include:  
    - The purpose of the event;  
    - The title or topic of the event and the title and topic of all presentations (if any) to be made at the event;  
    - Whether the event will involve a speaker(s) and if so the name and affiliation (if any) of the speaker(s);  
    - Whether the event will be photographed, video-taped or otherwise recorded;  
    - The anticipated number of attendees; and  
    - Any known security risks or needs for the event.  
    2. The Designated Space Administrator will make generally available both a copy of the Policy, as well as their own space booking and use requirements, to units/groups requesting space. Maintaining the requirements, or a link to it, on the webpage of the unit or society fulfills the communication requirement of this provision.  
    3. The Designated Space Administrator will review the space booking request to determine whether it falls into one or more of the categories in the Policy on the Booking, Use, and Cancellation of Bookings in University Space that requires referral to the Event Assessment Team (EAT) for review. If referral is required:  
       a. The Designated Space Administrator will contact the Risk and Safety Services Office 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 Risk and Safety Services.

4. 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 or more categories of events that require referral to the EAT under the Policy, the unit or society will immediately notify CSES.
   a. CSES will notify the Risk and Safety Services Office, which will liaise with additional senior administrative units as required.
   b. The event may be cancelled by the Provost at this point if the event, in their view, is a prohibited event.
   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.

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<td>Date of Commencement</td>
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