

POLICY TEMPLATE



Interim 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: February 20, 2019

[Procedure](#) - Interim 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 Director of Risk Management, 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.

This policy and its associated procedures will be in place on an interim basis until the development of the university's overarching framework on the use of space and event sanctioning.

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, expression, and open dialogue and debate. It is also committed to providing and maintaining a safe campus environment in which members of the university community have the right to study, work, and conduct their activities free of intimidation and harassment.

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.

Regardless of the academic or administrative unit with responsibility for booking a space, and regardless of the type of space being booked, the following events may be prohibited from taking place in or on university space:

- Events that might reasonably be expected to interfere with the orderly operations of the university;
- Events that might reasonably be expected to infringe upon the rights or privileges of others, including the right to the peaceful pursuit of authorized campus activities and to enjoy the benefits of the rule of law;
- Events that might reasonably be expected to provoke acts of aggression, including abusive and/or threatening behaviour, whether by organizers, participants, invited or uninvited persons;
- Events that might reasonably be expected to result in injury to a person or damage to property;
- Events where there is reasonable cause to believe that language may be used or behaviour may occur that would demean, stigmatize, bring or attempt to bring into disrepute,

harass, or discriminate against others on the basis of human rights protected grounds such as race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, disability, age, marital status, family status, or socio-economic status;

- Events or academic 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.

Any event proposed that falls into one or more of the categories above will be reviewed by the Event Assessment Team. The Team will make a final decision regarding whether the event will be permitted to take place or not.

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 a different unit or society with initial or primary responsibility for booking space. If such a request is found to have been submitted, the unit submitting the request will be restricted from using any and all campus space for six months (units internal to Queen's) or 12 months (organizations external to Queen's) from the date of the subsequent space request.

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.¹
- > 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 Office of the Vice-Principal (Finance and Administration) 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 Office of the Vice-Principal (Finance and Administration) 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 result in injury to a person or damage to property or otherwise falls into one or more of the previously listed prohibited events categories.

¹ Maintaining the policy, or a link to it, on the webpage of the unit or society fulfills the communication requirement of this provision.

Office of the Vice-Principal (Finance and Administration):

- > 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 Office of the Vice-Principal (Finance and Administration) 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.

Office of the Principal, Office of the Provost and Vice-Principal (Academic), and Office of the Vice-Principal (Finance and Administration):

- > Authority to cancel an event, regardless of any previous approval, that in their view is a prohibited event.

Contact Officer	Director, Office of the Vice-Principal (Finance and Administration)
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