

Temporary Use of Space for Events Procedure

Purpose/Rationale:

The purpose of this procedure is to ensure that The Humber College Institute of Technology and Advanced Learning and the University of Guelph-Humber (hereafter referred to as “Humber” or the “College”) Space is used efficiently and responsibly and in ways consistent with its values and priorities.

This document is available in alternate format on request.

Scope:

This procedure applies to the booking and temporary use of Space for events. This procedure applies to all members of the College including faculty, staff, and students, as well as visitors or external organizations.

Definitions:

Academic: means activities related to College teaching, learning and research including the ongoing delivery of programs and curricula in classes, laboratories, tutorials, seminars, conferences and academic-endorsed activities involving industry or community partners.

Administrative: means activities relating to the ongoing management and operation of the College. Including corporate events, and partnerships etc.

Applicant: means an individual or organization seeking to use Space on a temporary basis.

Booking Authority: means the functional area designated with responsibility to manage the booking process.

Event: means any short-term organized activity, meeting, display, or form of public address by a User within or on College Space.

External: means an Event proposed, held, or facilitated by an Applicant/User that is from outside the College.

Space: means any interior or exterior location owned, leased, rented or otherwise occupied by the College and made available for temporary use.

Student-Organized or Student Clubs: means Events that are hosted and/or sponsored by IGNITE, its recognized student organizations and its affiliates.

User: is an organization or individual that has been granted permission to use Space.

Procedure:

1. Applications for Space Booking

- 1.1 All requests for use of Space must be made in writing.
- 1.2 Applications should normally be submitted a minimum of fifteen (15) working days in advance to or by the appropriate Booking Authority, as specified in Appendix A to these Procedures.
- 1.3 Where an Event requires additional approval from the Department of Public Safety and Emergency Management, Department of Capital Development and Facilities Management, Student Services, the Office of Legal and Risk Management, or another College authority, the Booking Authority will ensure the required approvals have been obtained by the Applicant.
 - a. The booking of any Space will not be confirmed until all necessary approvals have been obtained.
- 1.4 Where any proposed use of a Space raises any risk concerns, the Booking Authority will consult with those identified in 1.3 as appropriate to determine whether additional risk mitigation strategies will be required for the Event and/or use of the Space.
- 1.5 Where any proposed use of Space may broadly impact general operations/services of the College, the Booking Authority will consult/inform them in advance (e.g. noise levels impacting classrooms/offices in event vicinity).

2. Approved Bookings

- 2.1 Applicants will receive notification in writing from the Booking Authority once permission has been granted to use a Space.
- 2.2 Once permission has been granted, the Booking Authority will provide the User with a 'Temporary Use of Space for Events Permit' ("Permit") authorizing the use of Space; provide a copy of the completed Permit to the Department of Public Safety and Emergency Management for its records; and require Users to have Permits available for review upon request by a College representative or the Department of Public Safety and Emergency Management..
- 2.3 The Booking Authority will also:
 - a. Confirm the specific Space booked with the User;
 - b. Provide the User with any additional contractual documentation required;
 - c. Ensure the User has copies of, or a link to, all required College Policies, Procedures they are expected to comply with;
 - d. Provide contact information for the User to arrange services such as furniture, security services, event set-ups, food services, parking, audio visual, signage/promotional material;
 - e. Inform the User of any required risk assessment/management requirements and the deadline under which the requirements must be met to maintain the booking; and
 - f. Advise the User of any additional conditions, restrictions and obligations placed by the College on the use of a particular Space.

3. Fees

- 3.1 Where fees apply for the use of Space, the Booking Authority will:
 - a. Advise User of the fees;
 - b. Direct the User to the appropriate department regarding payment of fees and the method of payment prior to the event.

3.2 If a User does not return the Space to its original state following an Event, or there are damages for which the User is deemed responsible, the Booking Authority will notify the User of any additional fees owing within five (5) days.

4. Changes and Cancellations

4.1 A User must make any requests for changes or cancellations of a Space booking in writing to the Booking Authority.

4.2 Where the College must substitute an alternate Space or cancel the booking, the Booking Authority will make reasonable efforts to notify the User as soon as possible of the change. The Booking Authority will make all reasonable efforts to ensure the alternate Space meets the User's needs.

Appendix A

Booking Authority Schedule

The following table specifies the Booking Authority based on the type of Event for which Space is being requested. Applications must be submitted directly to the Booking Authority.

Type of Event	Booking Authority
Academic / Administrative / Student Organized	Registrar's Office schedulingrooms@humber.ca
External	Central Events Office https://humber.ca/conference/request-a-quote

Campus	Type/ Location of Space	Booking Authority
North or Lakeshore	Athletics Centre	Athletics Centre – North Campus james.depoe@humber.ca Athletics Centre – Lakeshore Campus dean.wylie@humber.ca
North or Lakeshore	Classrooms	Registrar's Office schedulingrooms@humber.ca
North or Lakeshore	Exterior Grounds (with the exception of the Arboretum)	Department of Capital Development and Facilities Management 416 675-6622 x4444
North or Lakeshore	Faculty Designated Spaces (eg. Teaching labs)	Faculty Business Manager responsible for the requested space
North or Lakeshore	Meeting Rooms	Contacting the individual (through MS-Outlook) with responsibility for coordinating use of a particular meeting room
North or Lakeshore	Parking Lots	Parking and Transportation Services parking.sales@humber.ca
North or Lakeshore	Residences	Internal Accommodation Groups: North – northroomreservations@residence.humber.ca Lakeshore – lakeroomreservations@residence.humber.ca External Accommodation Groups: Conference Services Central Events Office https://humber.ca/conference/request-a-quote hcs@humber.ca
North or Lakeshore	Student Centres	Ignite Office 416-675-5051 info@ignitestudentlife.com
North or Lakeshore	Retail Seating Areas	Vendor Table rentals: Central Events Office (https://humber.ca/conference/request-a-quote)

North	Undesignated Spaces	Registrar's Office schedulingrooms@humber.ca
North	LRC Gallery	LRC Gallery https://humbergalleries.ca/contact-us
North	LRC Lobby	Registrar's Office schedulingrooms@humber.ca
North	E135 Lecture Theatre	Registrar's Office schedulingrooms@humber.ca
North	Arboretum	https://humber.ca/arboretum/weddings-rentals.html
North	Barrett Centre for Technology innovation (CTI) Space	BCTI floors 1 – 4: BCTI Office askbarrettcti@humber.ca BCTI 5th floor Event Centre: Central Events Office https://humber.ca/conference/request-a-quote
Lakeshore	Undesignated Spaces	Lakeshore Principal's Office principalsoffice@humber.ca
Lakeshore	Welcome Centre	Lakeshore Principal's Office principalsoffice@humber.ca
Lakeshore	Centre for Entrepreneurship	Faculty of Business https://humber.ca/cfe/space.html
UGH	University of Guelph-Humber Lobby	University of Guelph-Humber Vice Provost's Office beverly.dimemmo@guelphhumber.ca