

Guidelines and Protocols

for the

Campus Booking Policy

(August 17, 2026)

Appendix “A”

Common Pool Rooms and Exterior Spaces

Can be viewed on Campus Bookings by filtering by **Room Types**.

Please note:

This list of rooms would be for rooms that are **scheduled centrally**.

To confirm a list of rooms based on departmental assignment, please contact Space Management spmgmt@dal.ca at Facilities Management.

Appendix “B”

Locally Managed Rooms

Can be viewed on Campus Bookings by filtering by **Room Types**.

Please note:

This list of rooms would be for rooms that are **scheduled by Departments/Units**.

This list of rooms can include rooms that are on Loan to Locally Managed Departments but are still considered Common Pool.

To confirm a list of rooms based on departmental assignment, please contact Space Management spmgmt@dal.ca at Facilities Management.

Appendix “C”

Academic Schedule Cycle

January		Early January - Academic In Progress Timetable 'Go Live'
February		1 February - Exam Schedule provisional bookings sent to Enterprise for Winter Exams
March		Block booking for Exam Room and Surrounding Spaces
		Mid – March - Academic Timetable 'Go Live' for Students
April		End - March/Beginning - April: RO releases Common Pool Rooms for Summer Bookings
May		
June		1 June: Review Room file in Enterprise for accuracy and update Banner
		RO releases rooms in June for Sept/April
July		
August		
September		
October		1 October - Exam Schedule provisional bookings sent to Enterprise for Fall Exams
November		
December		Mid - December: Academic In Progress Timetable 'Go Live'

Appendix “D”

Exceptions

Are reviewed and approved annually through the Classroom Planning Committee (CPC).

Appendix “E”

Priority Booking Ranking

Booking Type	Sub-Type
#1 Teaching:	1.1 Credit Courses 1.2 Exams – Credit Courses 1.3 Thesis 1.4 Non-Credit Courses (e.g. Continuing Education, Executive Courses, etc.) 1.5 Academic Training 1.6 Exams – Other (non-credit courses) 1.7 Technology/Renovations/Maintenance
#2 University Business Meetings:	2.1 Board/Senate/Sub-Committee of the Board 2.2 Faculty 2.3 University Committees 2.4 Department/School 2.5 Staff
#3 University Sponsored Bookings	3.1 Open House 3.2 Student Recruitment 3.3 Donor Functions 3.4 Alumni Functions (e.g. Homecoming, etc.) 3.5 Outreach Activities (e.g. SuperNova, etc.) 3.6 University Awards 3.7 University Announcements 3.8 Community Functions 3.9 University Dinners 3.10 Conferences – Internal University Sanctioned for faculty/staff/students 3.11 Conferences – University Supported (e.g. Humanities Conference, etc.)
#4 Student Bookings	4.1 DSU Ratified Societies 4.2 Individual Student
#5 External Users (\$'s)	5.1 Conferences 5.2 Exams 5.3 Community Functions, Meetings (e.g. Kiwanis, etc.) 5.4 Films/Weddings

Appendix “F”

Non-Bookable Spaces:

Spaces that are not bookable through Campus Bookings are the following:

- a. Bookable spaces within the Student Union Building that is located at 6136 University Avenue. To book space in this building, the requestor must contact the Student Union directly.
- b. The Rebecca Cohn Auditorium, Sculpture Court, Room 401, and the VIP Room in the Arts Centre. The Arts Centre is located at 6101 University Ave. To book these rooms, the requestor must contact the Arts Centre Client Services directly.
- c. Bookable spaces within all Athletic Facilities and Athletic Fields of Dalhousie University (Dalplex, Studley Gymnasium, Langille Athletic Centre, Wickwire Field, Oulton Stanish Centre). To book spaces within these facilities or fields, the requestor must contact Athletics and Recreation directly.
- d. Bookable spaces within Dalhousie Residences (Gerard Hall, O'Brien Hall, Howe Hall, LeMarchant Place, Residence Houses, Risley Hall, Shirreff Hall, Glengary, Graduate House, Graduate & Mature Housing). To book spaces within these facilities, the requestor must contact Residence and Housing directly.
- e. Bookable spaces within the University Club, located at 6259 Alumni Crescent. The requestor must contact the Events and Conference Services to book spaces.
- f. Administrative meeting rooms not used for teaching purposes. These can be accessed in two ways. Room can be in Campus Bookings as a meeting room, or it can be accessed through Outlook and the locally managed unit who approves.

Appendix “G”

Self-Serve Rooms:

Self-Serve Rooms are designated Common Pool Rooms that:

- a. Are 25 capacity and under.
- b. Receive an immediate automatic reply approving or declining bookings based on first-come first serve availability during regular business hours, Monday to Friday.
- c. Are booked for small-group discussions, group work, study, and meetings.
- d. Are not soundproofed therefore, consideration shall be given to others working nearby.

A complete list Self-Serve Rooms can be found on Campus Bookings.

Appendix “H”

Room Rental Charge

MATRIX	Internal User	External User	Affiliated User
Academic (Credit Course)	No CHARGE for Academic credit-courses.	Not Applicable. External Users cannot deliver university sanctioned academic credit-courses without an agreement between the University and the External User.	Not Applicable. Affiliated Users cannot deliver university sanctioned academic credit-courses without an agreement between the University and the Affiliated User.
Non-Academic (Non-Credit Courses)	NO CHARGE for Booking Services rendered during the established building hours per building of those units providing the service <u>with the exception of some extraordinary requirements (e.g. AV tech on site for duration of the booking)</u> . For services provided OUTSIDE of regular business hours users will be charged cost recovery rates.	Fully charged for audio visual, room rental, catering, security and custodial services	Cost recovery charges are defined by the service unit for the booking and include charges for and not limited to audio visual support, room rental, catering, security and custodial services.
Conference	Any President/ Provost/Vice-President/ Dean/AVP approved conference will be charged fees on a cost recovery basis. Non-approved conferences will be charged as if they were external users.	Fully charged for audio visual, room rental, catering, security and custodial services	Cost recovery charges are defined by the service unit involved and include charges for and not limited to audio visual support, room rental, catering, security and custodial services.

Appendix “I”

Booking Conditions

1. “Noisy Bookings” means bookings that have live music, microphones, equipment that make loud sounds, or a large crowd of people who create noise that affect the ability to teach academic courses in Common Pool Rooms.
2. Noisy Bookings should not be booked in lobbies, circulation space, or atriums when academic classes have been scheduled. Noisy bookings that are:
 - a. University Supported Bookings will be reviewed. Alternate space for academic classes will be assessed with support from the Registrar’s Office in advance of the noisy booking. If alternate space is not possible, then the Registrar’s Office will contact the professor(s) of the academic course to discuss impact of noise on their course. If noise will impact their course, then the booking will not occur unless it receives approval in advance of the booking from the Booking Appeals Committee; and
 - b. Non-University Supported Bookings, may not be allowed to occur until academic scheduled courses are finished that day; and
 - c. May be terminated. The University reserves the right to terminate noisy bookings.
3. If a booking is to be advertised externally by way of print, media adds or posters, and the advertisement clearly represents Dalhousie University through using any element of the university visual identity (including word marks, logos, and slogans), the organizers of the booking are required to consult with the Marketing unit of Communications & Marketing to ensure the representation of Dalhousie is appropriate.
4. All bookings using external vendors or suppliers must be reviewed by the University Risk Management Co-ordinator to determine insurance requirements. The Requestor of the booking must provide proof of insurance.
5. Computer labs will only be booked for bookings requiring computers.
6. Faculty, students and staff booking space for personal use will be treated as an External User booking.
7. Bookings by External Users or Internal Users will not be associated with organizations or associations that are competitors or put the University’s reputation at risk.