

 DALHOUSIE UNIVERSITY <i>Campus Booking Policy</i>	<i>Policy Sponsor:</i> The Provost and Vice-President Academic	<i>Approval Date:</i> Provost Committee: June 7, 2017
	<i>Responsible Unit:</i> Provost Office	<i>Revisions:</i>

A. Background & Purpose

This Policy applies to all booking of space on Dalhousie campuses other than academic classes that are dealt with under the *Academic Schedule Policy*.

Critical to the academic mission of Dalhousie University is the effective class scheduling for students. The University strives to provide its students with a timetable that allows students to take their required classes, permits efficient use and scheduling of space, and provides good stewardship of its facilities, services and resources.

There is a need to allow faculty, staff and students the ability to book space for bookings such as meetings, workshops, conferences, etc. Recognizing class scheduling for students is the main priority and use of classroom resources, it is important that space is booked and scheduled through a common system to:

- a. Create one point of contact for all bookings held at the University;
- b. Provide consistent processes for all bookings held at the University;
- c. Help ensure appropriate booking priority; and
- d. Identify one unit responsible for all bookings in Common Pool Rooms at the University.

This policy outlines the framework for such a system.

B. Application

This Policy applies to any person who is booking space for events that are not academic classes on Dalhousie campuses.

C. Definitions

- 1. In this Policy:
 - a. **“Academic Timetabling”** means any regularly occurring or additional class, lab, tutorial, mid-term, and final examinations required to fulfill the course credit hours.

- b. **“Affiliated User”** means an organization or individual who is officially connected to the University.
- c. **“Booking Appeals”** means any rejected bookings and decisions to suspend or revoke bookings may be appealed as described in section E.3 of this Policy.
- d. **“Booking Services”** means catering, security services, custodial, trucking, opening and closing of a room(s), special trade services, and providing ventilation after business hours, weekends or holidays.
- e. **“Bookable Space”** means Common Pool Rooms, Locally-Managed Rooms, and Exterior Space which can be booked as listed in Appendix A and B of *Guidelines and Protocols*.
- f. **“Campus Bookings”** is the online booking tool administered by Event & Conference Services where the Dalhousie community can search and request Bookable Space.
- g. **“Classroom Planning Committee”** means the committee described in section E.2 of this Policy.
- h. **“Common Pool Rooms”** means university rooms including self-serve rooms that are located on campus, which are equally available to departments and units to book, and are centrally administered.
- i. **“Conference”** means a formal gathering of Internal Users and/or External Users where Bookable Space is arranged through Event & Conference Services.
- j. **“DSU Ratified Society”** means a student society that has been formally ratified as such by the Dalhousie Student Union or in the case of the Agricultural Campus, the Dalhousie Agricultural Students’ Association.
- k. **“Exterior Space”** means any outdoor space located on Studley, Carleton, Agricultural or Sexton campuses listed in Appendix A of *Guidelines and Protocols*.
- l. **“External User”** means an organization or individual with no affiliation to Dalhousie, or faculty, staff and students who are not engaged in University activities or business.
- m. **“Internal User”** means any academic unit, administrative unit, employee, employee group, Alumni Association, or DSU Ratified Student Society of the University who is booking space for University business.
- n. **“Locally-Managed Rooms”** means university rooms that are under the control and responsibility of an individual department or unit as listed in Appendix B of *Guidelines and Protocols*.
- o. **“Self-Serve Rooms”** means a type of Common Pool Room that receives an immediate automatic reply approving or declining bookings in accordance with Appendix F of

Guidelines and Protocols.

- p. **“University Business Meetings”** means a gathering of two or more people who come together for the purpose of university business.
- q. **“University Supported Bookings”** means bookings that are larger university-wide initiatives such as Open House, Student Recruitment, Donor Functions, Alumni Functions, Outreach Activities, University Awards, University Announcements, Community Functions, University Dinners, Internal Conferences that are university sanctioned for faculty, staff and students.

D. Policy

1. All space at the University is University space and no individual unit of the University owns space.
2. All bookings except those related to the Academic Timetable must be managed in accordance with this Policy.
3. The only Bookable Space on the campuses available for bookings through Campus Bookings by Internal Users and External Users are those listed in Appendix A and B of *Guidelines and Protocols*. All other spaces must be booked directly through the applicable unit, as noted in Appendix E of *Guidelines and Protocols*.
4. Bookable Space is based on the following guiding principles:
 - a. The primary commitment is to support the Academic Timetable and delivery of undergraduate and graduate education to students.
 - b. The secondary commitment is to support all other university activities requiring Bookable Space that support the mission of the university including University Supported Bookings, Affiliated User bookings, University Business Meetings, Conferences and DSU Ratified Society bookings.
 - c. Requests by External Users will be accommodated if rooms and times are available.
5. Internal Users and External Users are responsible for:
 - a. Cost of repairs due to damage to the facilities that occurred during the booking;
 - b. Cost of replacement or repair of any piece of equipment borrowed or leased for the booking;
 - c. Returning equipment; and
 - d. Leaving the space in the condition it was in prior to the booking, including room configuration.
6. In addition to this Policy, Procedure and Protocol, all DSU Ratified Society bookings must comply with processes and procedures established by the Dalhousie Student Union.

7. Failure to comply with this Policy and Procedure in any respect may result in the suspension or revocation of room booking privileges on campus by Event & Conference Services.
8. Event & Conference Services, in consultation with the Registrar's Office, have the discretion to relocate bookings to other spaces as required due to academic sessional class issues or emergencies through approval from the Registrar's Office.
9. Any physical, functional or room type changes for instructional space must be approved by the Classroom Planning Committee.

E. Administrative Structure

1. Authority: This Policy falls under the authority of the Provost and Vice-President Academic. The Office of the Vice-Provost, Planning and Analytics is responsible for administering the Policy and Procedures with support from the Classroom Planning Committee.
2. Classroom Planning Committee:
 - a. Comprises members appointed by the Provost Office and include: Vice-Provost Planning and Analytics (Chair), Registrar's Office, each Faculty, Centre for Teaching and Learning, Facilities Management, Information Technology Services, Dalhousie Student Union (Annual term), University Librarian, and Event & Conference Services.
 - b. Is responsible for advising and making recommendations on the allocation, renovation and maintenance of classrooms across all campuses.
 - c. Approves the *Guidelines and Protocols* that support this Policy, maintained by Facilities Management.
3. Booking Appeals:
 - a. Must be sent to the Vice-Provost, Planning and Analytics.
 - b. Will be heard in accordance with procedure F.6 of this Policy.
4. Reporting and Review: The Classroom Planning Committee shall submit an annual report to the Provost.

F. Procedures

1. Requesting Bookable Space: To book space:
 - a. Internal Users shall use Campus Bookings for requesting Bookable Space in accordance with the Procedures and Appendix H of *Guidelines and Protocols*; and
 - b. External Users shall contact Event & Conference Services for all bookings.
2. Booking Availability: Bookable space will be made available for bookings once the Academic

Timetabling has been completed by the Registrar's Office, as outlined in Appendix C of *Guidelines and Protocols* for the academic schedule cycle.

3. Advanced Bookings: Bookings for University Business Meetings, University Supported Bookings, DSU Ratified Society bookings, Conferences that require bookings for a particular space more than 9 months ahead and Self-Serve Room bookings can be booked in advance according to the timeline outlined in Appendix J of *Guidelines and Protocols*.
4. Approvals of Bookable Space:
 - b. Common Pool Rooms and/or Exterior Space as listed in Appendix A of *Guidelines and Protocols* will be approved or declined by Conferences Services through Campus Bookings.
 - c. Locally-Managed Rooms as listed in Appendix B of *Guidelines and Protocols* will be approved or declined by the unit responsible for the room.
 - d. Self-Serve Rooms will be approved or declined automatically.
 - e. Students representing DSU Ratified Societies can submit their room requests through Campus Bookings after the DSU has approved the booking.
5. Competing Requests: Requests will normally be handled on a first-come, first-serve basis. In the event of competing requests, bookings may be appealed as described in section E.3 of this Policy. Competing requests will be assessed as follows:
 - a. Priority will be given first to teaching, followed by the subsequent booking type outlined in Appendix D of *Guidelines and Protocols*;
 - b. Bookings that support the mission equally, will be filled on a first-come first-served basis; and
 - c. Strategic and reputational impact.

Decisions by the Vice-Provost, Planning and Analytics are final.

6. Appeals: Rejected bookings and decisions to suspend or revoke booking privileges may be appealed. Appeals shall be:
 - a. Directed to the Vice-Provost, Planning and Analytics at least 1 month before the intended booking date;
 - b. Reviewed by the Vice-Provost, Planning and Analytics in consultation with the appropriate people in the Registrar's Office, Event & Conference Services and others as required within 2 weeks from the time the Vice-Provost, Planning and Analytics is in receipt of the appeal; and
 - c. Decided and communicated by the Vice-Provost, Planning and Analytics no longer than 2 weeks before the intended booking date.

7. Booking Services:
 - a. Are mandatory for bookings made after individually established building hours, statutory holidays, and university holidays.
 - b. Must be secured 72 hours in advance of the booking.
 - c. Are the financial responsibility of the requestor to pay for any associated fees.
 - d. Must be arranged through Facilities Management work order system (FAMIS) with the exception of catering.
 - d.1 For catering must be arranged through the appropriate catering service at the University.
8. Room Rental: Charges (administrative service fee) for bookings are outlined in Appendix G of *Guidelines and Protocols*. Event & Conference Services has the discretion to waive room rental charges.
9. Booking Conditions: Bookings will adhere to the conditions outlined in Appendix H of *Guidelines and Protocols*.