

# CBS Space Management Policy

## Scope

This policy applies to all space controlled and booked by CBS, including spaces shared between CBS and CEPS or space shared with other units. It applies to the booking of space, the maintenance of conditions and assets within each space, and the granting of access rights within spaces.

Please note, the booking of the Atrium is managed by the College of Arts and is excluded from this policy.

## Purpose

This policy is designed to:

- 1) ensure that space is shared appropriately.
- 2) ensure that user guidelines (see Space Management Guidelines below) are respected, and that access is controlled securely.
- 3) ensure access to space and equipment is not withheld unduly and that departmental equipment is maintained in good working order.
- 4) set out guidelines for when bookings must be changed.

## Policy

CBS endeavours to make the best use of departmental space. All shared spaces and teaching spaces will be treated as shared, with due care provided to all assets in the space. Space bookings will be managed by administrative staff within each department as well as in the Dean's Offices. Each room/asset has a shared electronic calendar that can only be accessed by designates. All bookings will be done in a collaborative nature where appropriate with internal and external users and in consideration of others.

The department/college will manage an online calendar for each room that shows its available booking times and any existing bookings with contact information, as well as a document outlining the spaces available and the important attributes of each space. Potential users will be able to access this information to determine what spaces suit their needs and allow them to preselect a desired space for their request. They will then contact the user of the calendar, as outlined on the room listing, with a request for the space.

Every effort will be made for the department/college controlling that space to be involved in the booking, especially as it pertains to boardrooms or space within the departmental offices. (Example: the Dean's Office will request permission from Integrative Biology before using their boardroom). Where that is not possible, communication will be made to that department/college in writing at the time of booking, and the unit will have the chance to review and if warranted, decline the booking. If a conflict cannot be managed between units, the Administrative Officer in the Dean's Office will have final authority.

The administrative staff who received the user request will verify the space and arrange the booking. The administrator will verify the space usage is appropriate, and follow up with details as necessary. In

certain instances, user fees may apply (see Fees below). For parties external to the Science Complex, a booking form (see Appendix 1) should accompany the requests for appropriate documentation of the rationale and communication of the fees and responsibilities as applicable.

If a room needs to be held pending a review, it will be either finalized or released in the calendar as soon as possible.

### Space Management Guidelines

If a room is not returned in good condition, the rights to book rooms in CBS may be removed from that person/organization in the future. If equipment or other items in the room are damaged or lost, the user may be billed for the replacement/repair of the asset.

If a room is in poor condition when the appointment begins, the user(s) will notify the department of the issues as soon as possible so that they will not be held responsible. If equipment is missing or not working properly, the same applies. *Each room will have contact information in it to notify the department of issues. In addition, a room condition survey will be created to allow users to provide feedback on the space.*

If a user will not be requiring space that has been booked, he/she will notify the administrative staff as soon as possible to release the space. If a user does not use the space on a recurring booking more than two concurrent bookings, the user will be contacted and notified that the remainder of the bookings will be cancelled and the room will be open to bookings from other users.

Every effort will be made to accommodate requests for a significant number of rooms by one party at any given time. However, the college reserves the right to maintain flexibility in bookings and room availability to ensure we meet operational requirements.

### Access

Tap access to the buildings and applicable spaces will only be granted to University employees, or graduate/undergraduate students with applicable work/study requirements to the space. In addition, visiting researchers and a few members of the CBS Student Council will be granted access to meeting spaces for the purposes of the academic mission. Volunteers will not be granted tap access to spaces in CBS.

### Fees

Parties external to the University may be charged for using campus space. In general, fees will apply for commercial and marketing uses of space, and are subject to approval by the appropriate Dean, Associate Dean, or Departmental Chair. No fees will be applied to those in the general University population, University clubs or University-supported events, unless property damage ensues or furnishings and equipment go missing. Parties external to the University may incur rental fees for the space. These fees will be payable to the University by cheque or electronic transfer for use by the college/department allowing the space to be used.

Appendix 1: Booking Form

## College of Biological Science Booking Request Form

Name of Event: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

### Event Request Details

### Event Details

Name \_\_\_\_\_

Start Time \_\_\_\_\_

Association \_\_\_\_\_

End Time \_\_\_\_\_

Email \_\_\_\_\_

# of attendees \_\_\_\_\_

Phone \_\_\_\_\_

U of G ID # (if applicable)

Room Number Requested: \_\_\_\_\_

### Additional Comments

### Rental TERMS AND CONDITIONS

[\\*Atrium rental terms & conditions](#)

### PAYMENT FOR EXTERNAL PARTIES TO UNIVERSITY OF GUELPH

*Please make cheque payable to University of Guelph and send to College of Biological Science. If you wish to do an electronic funds transfer, please communicate with [cbsclerk@uoguelph.ca](mailto:cbsclerk@uoguelph.ca) to make the arrangements.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date

### Administrative Use Only

Request Received by: \_\_\_\_\_ Dept: \_\_\_\_\_ Date: \_\_\_\_\_

Room Booked in Calendar  Yes | Access Requested  Yes | Fee Charge  Yes  No | Agreement Signed  Yes