Use of University Facilities Including Audio Visual Equipment

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SUBJECT

Use of University Facilities Including Audio Visual Equipment

GENERAL

The University of Guelph will make its facilities available, when possible, to Students, Faculty and Staff, and Alumni, for cultural, social, and athletic activities; and to outside organizations for educational, cultural, recreational, or charitable functions, where the use of such facilities will in general be consistent with University purposes.

PURPOSE

To establish guidelines under which the University makes available its space and other facilities, not required for use at the time for academic curricula, intramural/inter University athletic programs, or for administrative purposes, for use by associations and organizations operating within the law and making successful application to the University.

SCOPE

All University space, facilities and audio visual equipment, made available through the Central Reservations and Conferences office for use by accredited student groups, other University of Guelph accredited groups, non-accredited groups and non-student members of the University Community.

POLICY

1. Definitions of Facilities Covered by this Policy

1.1 Residences: Student residences are operated for the benefit of, and at the lowest possible cost to students. The Ontario Ministry of Colleges and Universities does not provide operating grant monies to subsidize the residence

operation and student residence fees must be set to cover the repayment of the capital costs and interest thereon as well as day-to-day actual operating costs.

To assist in keeping residence fees down, bearing in mind the priority need of students, every opportunity is taken to attract conferences, conventions, etc., to the University to maximize the use of the residences. The revenue thus obtained is applied against operating and amortization costs.

1.2 Hospitality Services: The University Hospitality Services operation is governed by the same policy and principles applied in respect of Residences. Extreme care must be exercised to ensure that revenue from sales match the costs. For Room Reservations scheduling and rental rates for Hospitality Services controlled space, please refer to Administrative Policy GE.4.5

1.3 Athletic Facilities: The Athletics Centre, the Alumni Stadium, the playing fields, tennis courts, track, ice rinks, or other athletic facility, after meeting the first priority needs of the academic program, are operated for the benefit of, and at the lowest possible fee to the students. Revenue received from the use of these facilities by successful applicants is applied as a reduction of the costs of providing facilities equipment and services.

Due to the many demands for these facilities, bearing in mind the versatility of the services, the University must impose certain safety, protective, preparatory and post termination procedures upon the user groups. The Director of Athletics is responsible for the implementation of such procedures and the provision of supervisory staff as required.

When the Athletics Centre facilities are open in the evenings and on weekends for student recreation and sports, some supervisory staff will be provided by the University. For these services, there shall be no charge to students or accredited groups. For functions extending beyond those hours for which supervisory staff services are provided, and where the provision of additional supervisors is required a charge for supervision will be made. Additional out-of-pocket costs for work done by the Athletic Centre Services will be charged to the sponsoring group.

University Safety Regulations and Procedures must be adhered to at all times and at all events.

1.4 Academic Space and Other Facilities and Installed Audio Visual Equipment: Academic space and other facilities, such as classrooms, lecture rooms, amphitheatres, seminar rooms, boardrooms, halls, and installed equipment therein, are provided primarily for instruction, research and cultural purposes. The capital costs of these facilities in the main are derived from Government grants and private donations to the University. The operating and maintenance costs are provided from current operating funds of the University. When such facilities are made available for use outside of the regularly scheduled academic programs, the Central Reservations and Conference Office shall determine their use. Revenues generated over and above the out-of-pocket costs associated with this use will normally be applied against operating and betterment costs of these facilities by the University.

Equipment, over and above that which is normally installed may be requested by the sponsoring applicant. Such equipment, usually audio visual equipment, projectors, screens, etc., may be made available, if practical, by the Central Reservations Office at current service rates with the approval of the holders of the equipment, or the loaning agent of the specific equipment involved.

Certain specialized or costly equipment may be of such a nature that extended use over and above normal operations could be detrimental to the University's operations, or possibly deemed hazardous for use by the applicant. Usage of such facilities may be restricted to regular scheduled operations of the University. The University will, however, attempt to provide additional equipment necessary for use in the facility to accommodate the applicant whenever possible. Any out-of-pocket and/or qualified operator supply costs will be charged to the applicant in addition to the rental or usage of such equipment.

1.5 Definitions of User Groups: Users of University facilities and equipment are separated into three distinctive groups:

1. accredited student groups
2. other University of Guelph accredited groups

3. non-accredited groups and/or non-student members of the University community.

1.6 Accredited Student Groups: An organized group of students whose aims and objectives meet the criteria for accreditation under the Student Organization policy as approved by the Board of Governors of the University of Guelph, (ref. Appendix "A").

1.7 Other University of Guelph Accredited Groups: An organized group other than a student group, whose aims and objectives have a special or direct relationship to the University community - usually educational, cultural, professional or social service and are non-profit organizations. Criteria for accreditation of such groups rests with the Vice-President Administration of the University and delegated at his/her discretion to the Conference officer (ref. Appendix "B").

1.8 Non-Accredited Groups and/or Non-Student Members of the University Community: An organized group and/or non-student members of the University community whose aims and objectives are such, that although the use of the University facilities and/or equipment may be granted, are denied the privilege of accreditation and any benefits which may accrue to an accredited group.

2. Use of Facilities

2.1 Use of Facilities and Audio Visual Equipment by Accredited Student Groups: For accredited group meetings, gatherings and social activities or events, which do not involve a large amount of preparatory or clean-up work on the part of the University staff and accordingly do not create special labour costs, no charge will be levied. For example, regular cleaning and caretaking facilities are usually provided for, and in the event of an activity being held in these facilities, the cleaning and caretaking staff will usually be scheduled to commence their regular work in that area at the termination of the activity. If, however, the termination time of the activity does not allow sufficient time for the regular staff to complete their work during their regularly scheduled work hours, or the normal staff has to be augmented in order to ready the facilities for the next day's activities, then it is considered to be fair and reasonable that the activity causing the additional expense bear the costs incurred. An invoice for such costs will be raised.

If, for such a function, the student organization sponsoring the event provides a volunteer student work crew to prepare and do sufficient cleaning up after the event that the normal cleaning staff will not have to be augmented, then there is no charge levied for caretaking or cleaning overtime. Such augmented voluntary or paid labour will be under the supervision of the permanent staff.

When a University facility is open during the normal course of operation and supervisory staff is assigned by the University, there shall be no charge to students for the services of the supervisors. If for a large event, when it is determined that additional supervisory staff is required, this perhaps could best be provided by responsible students appointed for the job by the committee sponsoring the event. Failing this, the University will have to provide staff. Such employment for the event which will be a non-budgeted, out-of-pocket cost to the University, shall be borne by and billed to the group sponsoring the function.

For the use of audio visual equipment installed or moveable, the regular University rate for the item(s) will be charged to the accredited group by the Central Reservations and Conference Office in accordance with the current schedule of audio visual rates.

Special university equipment that required a qualified operator may involve a charge for the services of the operator. Damage to equipment released to user bodies without the services of a qualified operator will be the responsibility of the sponsoring body. Any costs for repairs or replacement will be levied at the discretion of the loaning agent.

2.2 Usage of Facilities and Equipment by Other University of Guelph Accredited Groups: For accredited groups, meetings, gatherings and social activities or events, which do not involve a large amount of preparatory or clean-up work on the part of the University staff and accordingly do not create special labour cost, normally, no rental charge will be levied. However, if it is deemed that the event results in personal gain, the University may charge a rental fee.

If an activity or event is of such a nature that out-of-pocket expenses are incurred by the University in order to serve the

activity or event, or to return the facility to its normal state of preparedness for the next event, or the next day's scheduled activities, such out-of-pocket expenses will be charged in addition to any rental fees assessed.

For the use of audio visual equipment, installed or moveable, the regular University rate for the item(s) will be charged to the accredited groups by the Central Reservations and Conferences Office in accordance with the current schedule of audio visual rates. Special University equipment that requires a qualified operator may involve a charge for the services of the operator. Equipment released to user bodies without the services of a qualified operator will be the responsibility of the sponsoring body. Any costs for repairs or replacement will be levied at the discretion of the loaning agent.

2.3 Use of Facilities and Equipment by Non-Accredited Groups and Non-Student Members of the University Community: A rental fee for the use of space and equipment and extra service charges will normally be levied for this group at full recovery of University operating costs.

The acceptance or refusal of reservation applications from non-accredited groups and/or non-student members, of the University Community requesting use of facilities, services or equipment for strictly money making purposes or personal gain, e.g., film showing, pubs, concerts, dances, is the responsibility of the Central Reservations and Conference Office as delegated by the Vice-President Administration. Functions will not be permitted if in the opinion of the Central Reservations and Conferences Office, they would in any way conflict with existing programs.

2.4 Rental of Equipment to Off-Campus Organizations: The rental of University equipment to off-campus organizations should be discouraged. In particular, it should not be made available for commercial activities such as: audio visual equipment for use in the production of television advertisements, or metering or monitoring equipment for use in testing commercial production. In cases where the rental of equipment is allowed the following conditions apply.

1. The priority rating will come after the University's needs are satisfied and shall not conflict nor risk conflict with on-campus needs.
2. Rental rates will be at full costs including overhead handling, maintenance and depreciation.
3. Certain types of equipment shall not be rented without an operator. Salary and expenses are to be in addition.
4. Rental rates will be determined at the time the equipment is specified where the rental is arranged as a part of an on-campus visit, the rental will be included as an additional charge by Central Reservations and Conference Office to the client.
   Rental rates will be determined by the custodian of the equipment subject to the inclusion of the items of cost as specified in this policy. Items of cost and amounts are to be verified by the Comptroller's department to ensure that the rental rates are adequate.

2.5 University Affairs and Development: University Affairs and Development, being the coordinating information agency for the University is responsible for:

1. The handling of public relations aspects of all visits by outside groups.
2. Liaison with the press and other mass media for the conveyance of information to the public.
3. The conducting of tours of the campus by visiting groups via the visitor's bureau of the department.
4. Assistance in the programming of visits, conferences, seminars, short courses, and the supply of public relations material kits when called upon or where applicable.

2.6 The visitor's Bureau will refer applications for group visits to the Central Reservations office for approval prior to accepting or confirming such applications.

2.7 The Central Reservations Office will in turn keep the Visitor's Bureau informed of visiting groups in order that the Department of Information may attend to its responsibilities as outlined above.

2.8 Reservations - For All Groups: All applications for use of facilities must be made in advance, through the Central

Reservations Office to ensure that the space is reserved and that conflicts in usage do not occur. It is the responsibility of the Central Reservations Office to ensure that all appropriate agencies on the campus are advised of the details of projected usage of facilities. A statement of estimated costs where applicable will be provided at the time of making the reservation arrangements. A confirmation document issued by the Central Reservations and Conference Office is required to ensure that the space facilities and services for each event or function are arranged for.

2.9 The Campus Security Police will be kept informed of all functions by the Central Reservations and Conference Office in order that appropriate action will be taken. Other University departments and services will be informed dependent upon their involvement with the function.

2.10 Charges: All charges, if any, for the use of University facilities and audio visual equipment, will be based on the rate structure set in the schedule of charges approved by the Controller, and determined by the particular grouping in which the organization or user group is included. (i.e. MCU or Non-MCU)

A bond or deposit may be required to guarantee the applicant's contracted liability to the University. Such bond or deposits will be at the discretion of the Central Reservations and Conference Office in conjunction with the Controller's Office where "credit rating" is involved.

2.11 Booking Priorities for Space and Facilities: Departments and Colleges, whether they be the sole occupants of a building or share a building should appreciate that classroom and teaching laboratory space in a building will be occupied for more than the hours indicated in the published timetable. For this reason usage priorities are established as follows:

2.12 Priority "A" - Use of Space, Classed as Academic, for Regularly Scheduled Instruction as Listed in the Calendars.

- Undergraduate - The present procedure will be retained whereby the departments inform the Schedules Section of their requirements and the Assistant Registrar, Schedules assigns teaching laboratories and classrooms to each class or section as pertinent.
- Graduate - The present system in which departments schedule their own classes will continue. It is necessary, however, that departments notify the Schedules Section, within one week after the start of each semester of their proposed schedule and use of rooms, so that the section can complete its records and resolve possible conflicts.

In each of the above cases it is essential that all changes contemplated in a confirmed schedule be processed through the Schedules Section before adoption, in order to ensure availability of space.

2.13 Priority "B" - Use of Space and Facilities Remaining will be Offered to Central Reservations and Conferences Office for Allocation, Subject to Priorities below:

1. Contracted Research and Support Services as allocated.
2. Administrative, ancillary and service units as allocated.
3. Pre-scheduled athletic programs as scheduled by the Director of Athletics.
4. Continuing Education Programs as scheduled booked through the Central Reservations and Conference Office.
5. Other required academic space for teaching or research purposes and known requirements for recurring annual activities, or events such a Guelph Spring Festival, College Royal, Winter Carnival, Conversat, Homecoming, Arts Festival, Aggie Week and regularly scheduled student activities approved on a pre- scheduled basis and booked through the Central Reservations and Conference Office.

2.14 Priority "C" - Use of Space as Offered to Central Reservations and Conferences to be allocated by two Priorities of Booking

1. Priority "C"-1 - Non-scheduled academic requirements which will probably occur over the academic year such

as departmental meetings, senate committee meetings, non-credit courses, lectures by visiting lecturers, etc. Requests for space for such requirements should be directed to the Central Reservations and Conference Office.

2. Priority "C"-2 - Non-scheduled extended usage of remaining space by Central Reservations and Conferences will be allocated to applicants on a first come first served basis subject to the conditions and rate schedules referred to in this policy.

Appendix "A": Student Organization Registration Policy

GE4.0
Ref: Board of Governors Meeting 29 May, 1975
Minute # 104/75 plus
Amendment Oct. 16/78

Introduction

This registration policy is intended to serve as a basis for affording University of Guelph student organizations the privileges normally reserved for members of the University community. These benefits include the following:

- The use of University space and facilities that are reserved through the Office of Central Reservations;
- Utilization of space allocated to the U.G.C.S.A., the G.S.A., Interhall Council and the Department of Athletics.
- Access to official University publications for the purpose of publicizing the nature of the group, its purposes and activities;
- Upon written request, access to University service departments, e.g. Audio Visual, Duplicating, Hospitality Services, University Affairs and Development, etc.

Policy

1 Student Organization Registrars (SOR)

1.1 The University of Guelph recognizes the following bodies in their respective capacities as Student Organization Registrars (hereafter referred to as SOR):

- 1.1.1 The established College Governments as official representatives of their respective undergraduate college constituents;
- 1.1. 2 The University of Guelph Central Student Association as official representative of all full-time undergraduate students on matters of general University or cross-campus nature;
- 1.1.3 The Graduate Students' Association as official representative of all graduate students;
- 1.1.4 Interhall Council as official representative of all students living in University single student accommodation.
- 1.1.5 Wellington Woods Advisory Committee as official representative of all those students living in married student accommodation.

1.2 All groups wishing to be registered MUST file an application for registration with an SOR on an annual basis. The application must be approved by the SOR and by the Associate Vice-President Student Affairs. Once approved, the group will then receive a letter from the Associate Vice-President Student Affairs confirming registration. The Student Affairs Advisor responsible for student organizations is designated Student Group Liaison for purposes of this policy.

2 Procedure and Mechanics of Registration

2.1 To be registered, a new or established student organization must file the following information with an SOR and the Student Group Liaison:

- 2.1.1 Name of the organization;
- 2.1.2 Names and titles of its officers;
- 2.1.3 A constitution and/or written statement of purpose;
- 2.1.4 Certification and evidence that a minimum of 3/4 of the voting members and officers of the group are full-time or part-time students of the University of Guelph;
- 2.1.5 Certification that the group does not exclude members on the basis of race, creed, religion, national origin, sex or sexual orientation;
- 2.1.6 Sample signatures of the signing officers;
- 2.1.7 A public financial statement for the previous year, if applicable, and projected budget for the forthcoming year.

2.2 Registration will be valid from the date of approval of the group's registration until the end of the fourth week of the succeeding fall term.

2.3 All registered groups must notify the Student Group Liaison whenever there is a change in officers or in the responsibilities of the officers.

In order to qualify under this provision, full-time students must be registered or must have been registered for one of the previous two semesters and eligible to continue in a recognized program.

In order to qualify under this provision, part-time students must be registered.

3 Financial Responsibility

3.1 The SOR will be held financially responsible for all debts to the University incurred by and on behalf of those groups registered by the SOR.

4 Disqualification

4.1 The Student Organization Registrars and the Associate Vice-President Student Affairs may suspend or deny registration of a student organization if it is found that the organization has not abided by a University, Provincial or Federal ordinance, written policy or regulation, or if the group has not discharged its liabilities to the University.

4.2 Any decision to deny or suspend registration to any group may be appealed to the University Judicial Committee.

Appendix "B"

GE4.0

Central Reservations and Conferences
University of Guelph

APPLICATION for ACCREDITATION
to the
UNIVERSITY OF GUELPH
for the
USE OF UNIVERSITY FACILITIES

General: Whenever the University's space and/or facilities are not required for academic, athletic or other official activities, the University is prepared to make such space and facilities available at the appropriate rate(s) to accredited associations.

Accreditation will depend upon the University's assessment of the data provided on this form. Generally speaking, accreditation is likely to be granted if the organization and its membership have a bona fide connection with the University, its aims and objectives.

1. Name of Group, Society or Association

2. Describe your relationship to the University

3. Particulars of Principal Officers

Role	Name	Address	Check if faculty or staff member, U. of G.	Check if student of the U of G
President				
Secretary				
Treasurer				

4. Check one of the following:

1. Membership entirely from University community.
2. Membership predominantly from the University community.
3. Membership few from University community.
4. Membership none from University community.

5. What is the size of your membership?

6. State objectives of your Association.

7. Is your Association registered as a charitable organization?

8. Is your Association affiliated with any national or international body and, if so, state name of affiliation.

9. Does your Association exclude from its membership or attendance at events under your direct or indirect sponsorship anyone by reason of race, creed, colour, religion, or place of origin?

If Yes, explain.

10. Does your Association issue financial statements?

If Yes, please attach a copy of your most recent audited financial statement.

11. Are you expecting to make a profit through the use of University facilities?

Remarks:

Date

Officer of Group, Society or Association

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