



TO: Planning & Budget Committee

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DATE: October 7, 2010 for September 20, 2010

AGENDA ITEM: 6

ITEM IDENTIFICATION:

Policy on the Temporary Use of Space at the University of Toronto

JURISDICTIONAL INFORMATION:

The Planning & Budget Committee is responsible for monitoring, reviewing and making recommendations concerning a broad range of planning issues and priorities and for the use of University resources including space and facilities.

PREVIOUS ACTION TAKEN:

The current *Policy for the Allocation of Rooms -- Extracurricular Bookings* was approved by the Committee on Campus and Community Affairs (a committee of the Governing Council) on June 1, 1988.

HIGHLIGHTS:

In consultation with relevant offices at UTM, UTSC, and the Division of Student Life on the St. George Campus, a small working group within the Office of the Vice-President & Provost has drafted a new *Policy on the Temporary Use of Space at the University of Toronto* (attached). It is proposed that the new *Policy* will replace the existing *Policy for the Allocation of Rooms – Extracurricular Bookings* (June 1988) and that additional procedures be established by the Vice-President & Provost to replace the procedure components of the existing *Policy* (the *Procedures for the Temporary Use of Space at the University of Toronto* are also attached for information only).

The existing *Policy* is not a typical University of Toronto policy document as it contains a combination of principles as well as specific operational guidelines. The proposed new *Policy* along with the *Procedures* are designed to address the lack of clarity that has existed in our policy framework.

The new *Policy* outlines the overarching principles by which space is to be used and assigned for temporary use. Unlike the existing *Policy* that applied only to a limited amount of space on the St. George Campus, the proposed *Policy* is more comprehensive as it applies to the temporary use of space on all three campuses.

The proposed *Policy* also applies a consistency of approach to the temporary use of space. Both of these were key objectives of this policy revision exercise.

The *Procedures* outline the process for booking space, the rental rates, reasons for refusals of bookings, conditions of use, and also indicate a requirement to use a standard 'Facilities Request Booking Form.'

FINANCIAL AND/OR PLANNING IMPLICATIONS:

There are no significant implications for the University's operating budget.

RECOMMENDATION:

Be It Recommended to Academic Board

THAT the *Policy on the Temporary Use of Space at the University of Toronto* be approved, replacing the *Policy for the Allocation of Rooms -- Extracurricular Bookings* approved on June 1, 1988, effective immediately.