



University of Toronto  
Governing Council

Policy for the Allocation of Rooms -- Extracurricular Bookings

June 1, 1988

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Web Copy

## Policy for the Allocation of Rooms -- Extracurricular Bookings

This policy applies to bookings for events or activities which are not a part of the University's intramural or inter-collegiate athletic programme or do not relate to the normal academic or administrative functioning of the University.

### Introduction

0. The University has decided that rooms and facilities can be made available for extra-curricular use. The University is under no obligation, however, to permit such use and is free to exercise its discretion in permitting it.

This discretion will be used with particular care in the case of Convocation Hall which has a central role in the life of the University. Therefore, while the University recognizes the right to freedom of speech, there are activities of a frivolous or vulgar nature which are not considered as appropriate in Convocation Hall.

1. All space requests for such purposes are to be referred initially to:

Office of Space Management  
130 St. George Street,  
Robarts Library, Suite #8002  
Toronto, Ontario M5S 1A5  
978-2187

or to one of the offices mentioned in "Room Rental Rates" available from OSM.

2. All space requests must be made in writing before they can be confirmed. Reservations for non-academic purposes are subject to cancellation for academic reasons. An attempt will always be made to give reasonable notice for such unusual situations.

### Room Rates

3. Room rates are based on:
  - a. the category of user
  - b. the nature of the event
  - c. the size of the room
  - d. the time and duration of the event.
4. A table of room rates is available from OSM. This table describes the rates in terms of dollars per hour. Thus users are being charged for the time during which the facilities are unavailable for other purposes except as noted in 7 to 13 below.

### Determination of Charges

5. Recognized University of Toronto organizations of students, academic staff, non-academic staff or alumni ("University users") will, except for situations described in 7 and 8 below, be charged according to a rate schedule known as 'Internal Rates'. Charges in this schedule are designed to recover a portion of the normal operating costs to the University in making a facility available.
6. Outside organizations of an educational, charitable, cultural, professional, religious, ethnic, political, or social action nature ("non-University users") will, except as in 7 and 8 below, be charged according to a rate schedule known as 'External Rates'. Charges in this schedule are

designed to recover all operating costs to the University (including administrative overhead) in making the facility available.

7. University users who have a revenue-sharing agreement with a profit-making organization which would not by itself have access to University facilities will be subject to the non-University rental charge or a specific charge set in a formal agreement between the University and the user(s).
8. A special arrangement may be made for non-University users who are able to obtain "sponsorship" of their event.

Two forms of sponsorship are available.

- a. In the first case, the sponsoring organization will provide OSM with an internal U of T appropriation number. OSM will then perform all normal booking functions in the usual way except that OSM will not prepare an invoice for a rental charge of the facilities. Instead, OSM will use the sponsoring organization's appropriation number in all places where a OSM appropriation number is normally used.
- b. In the second case, UTFA, UTSA, University union locals and student societies for which the University collects compulsory fees will provide OSM with a letter accepting financial responsibility for the booking. OSM will then perform all normal booking operations using the normal OSM rate schedule and will direct all invoices to the sponsoring organization.

## Other Charges

9. The University at its discretion may insist that buildings which are normally closed be open only when qualified security is available. The University at its discretion may require that the user of the room which necessitated the opening of the building pay the costs of the security arrangements.
10. The University at its discretion may insist that the Campus Police be present at any event. An organization paying class external rates will be charged for these services. Recognized Campus Groups will not be charged except as in 9 above.
11. Over and above the rental charge, all users will be assessed "extraordinary" costs. Examples include:
  - a. use of public address, audio-visual or other equipment or operators.
  - b. extraordinary cleaning or caretaking.
  - c. temporary modifications to the facility or special setups.
  - d. damage or undue wear and tear.

Charges for such costs will be reported to OSM who will forward them to the user.

12. At the discretion of the University's Insurance Manager, a non-University user may be required to carry liability insurance, the amount of which will be subject to the approval of the University.
13. Failure to provide written cancellation of an event at least two working days prior to the event will result in a charge. The charge will be \$50. or the actual rental charge, whichever is less.

## Regulations

14. All bookings are made subject to certain University-wide policies and regulations. These are described in a number of documents available from OSM. These documents include:
  - a. Regulations Concerning the Use of University Buildings (1979 July)
  - b. Terms and Conditions for Rental of University of Toronto Facilities (1979 March)
  - c. Policy on the Protection of Freedom of Speech (1987, June)

A summary of these is provided with every booking confirmation in a document entitled "Conditions and Regulations Governing the Use of Facilities at the University of Toronto, St. George Campus". Also enclosed with each booking confirmation is a document entitled "Room Reservations Equipment and Services Information".

## Refusal of Bookings

15. Where unusual wear and tear or serious hazards are encountered at events booked by any organization, whether or not they are sponsored by a University office, the University reserves the right to refuse further bookings to that organization or to place conditions on future bookings.
16. Individuals may not book University facilities.
17. Except as in 7 above, profit making organizations may not book University facilities for commercial purposes.
18. The University may refuse requests for bookings when insufficient notice is given or staff is not available. In general, 48 hours written notice is required.
19. The University may refuse requests for bookings when there is a failure to respond to outstanding invoices.

Revised 88/05/19  
Office of Space Management

## Conditions and Regulations Governing the Use of Facilities at the University of Toronto, St. George Campus

1. Requests for the use of University of Toronto facilities are accepted on the basis of information provided to the Office of Space Management. Misrepresentation or omission of required information may result in the cancellation of the reservation.
2. Notice of cancellation or changes to any reservation must be given in writing two working days prior to the event. Failure to provide adequate notice of cancellation may result in the reserving organization being charged for the use of the facilities.
3. All reservations for the use of University space are subject to the University's policy on protection of freedom of speech. The University upholds the principles of freedom of speech and of the freedom of individuals and groups from physical intimidation and harassment. Should there be reason to believe that an event to be held in University facilities will be disrupted and either of these freedoms denied, the reserving organization will advise the Director of the Office of Space Management at the earliest possible opportunity. A copy of the University's statement on the protection of freedom of speech (April, 1974) is available from this office on request.
4.
  - a. University security personnel are required to be in attendance whenever Convocation Hall is used for a nonacademic event. A University security person is also required to be in attendance when the Medical Sciences Building is in use outside normal building hours. The cost of this requirement is the responsibility of the organization for which the building has been opened.
  - b. The University, at its discretion, may insist that University security be in attendance at any event. Non-University reserving organizations will normally be expected to bear these costs.
  - c. Event organizers may arrange ushers and ticket takers, who may request reasonable behavior of members of the audience. However, security matters, including any use of physical restraint, are the sole responsibility of the University Police.

5.
  - a. The reserving organization agrees to ensure that no alterations to or tampering with University fabric, utilities or facilities, will occur without explicit permission of an authorized University officer. If any such work is approved, it may only be carried out by persons within the University's employment.
  - b. Only props and displays constructed of nonflammable materials may be used within a University building.
6. The cost of repairing or replacing damaged University facilities incurred as the result of an event will be borne by the reserving organization. Such repairs or replacements will be effected by the University.
7.
  - a. Reserving organizations will ensure that advertising and promotional material relating to non University of Toronto events do not in any way state or imply that the University is connected with the event, to include naming the University as part of the location address for the event, unless permission has been given by an authorized University officer.
  - b. No commercial advertising may be displayed or posted.
  - c. Promotional material which conforms to these conditions may be posted only on notice boards provided for that purpose.
8. The organization in whose name each facility reservation is made will undertake to ensure that all participants in an event:
  - a) refrain from smoking in any room in which smoking is prohibited, to include all classrooms, lecture theatres and auditoria;
  - b) refrain from taking food or beverages into classrooms, lecture theatres or auditoria.
9. Maximum room occupancy may not be exceeded. Corridors, stairways and aisles must be kept free of obstructions.
10. Any electrical equipment, including public address systems, amplifiers, overhead or film projectors must bear a CSA or Ontario Hydro seal of approval.
11. The University bears no responsibility for loss or damage to property brought on University premises by a non-university organization or group. Similarly, the University's insurance policies provide no coverage for such loss or damage.