



# UNIVERSITY OF TORONTO

University of Toronto  
Governing Council

## **Guidelines for Central Room Allocation**

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## Guidelines for Central Room Allocation

These guidelines set priorities and administrative procedures for the temporary allocation of rooms in CRA's inventory. The permanent allocation of space is the responsibility of the Committee on Accommodation and Facilities (CAF).

1. The primary function of the University is to educate those whom it accepts as students in approved courses of study which lead to degrees, diplomas or certificates. All uses of space are subordinate to this function.
2. The removal for other uses of space assigned for teaching is the responsibility of CAF.
3. The following are the priorities for the temporary use of space:
  - i. provision of space for teaching approved courses of study leading to degrees, diplomas or certificates;
  - ii. provision of space for all other activities (including examinations) necessary to complete approved courses of study which lead to degrees, diplomas or certificates,
  - iii. provision of space for courses in continuing education in any division of the University;
  - iv. provision of space for short periods for seminars, colloquia and other activities in support of the teaching function of an academic department or division;
  - v. provision of space for longer periods (a day or more) for activities such as conferences of learned societies which have the support of an academic division and are considered to be useful adjuncts to the teaching role of the University;
  - vi. provision of space for activities organized by recognized University groups;
  - vii. provision of space for meetings, conferences and courses of study considered to be of interest to the University community;
  - viii. provision of space for all other activities permitted by the guidelines on the use of space for extra-curricular activities.
4. In general, rooms are to be allocated in such a way that space is used efficiently. Matters of convenience and priority of use may occasionally have to be set aside in order to achieve an efficient use of rooms. In particular, the allocation of the following large lecture theatres is to be guided by the need to use them efficiently:
  - Convocation Hall, capacity 1700
  - Medical Sciences 2158 (Auditorium), capacity 500
  - Medical Sciences 3158, capacity 260
  - Medical Sciences 3154, capacity 280
  - Mechanical Engineering 102, capacity 380

### Administrative procedures

A statement of allocation priorities cannot resolve all conflicting demands for space. The following considerations have been found to be useful.

1. Space in buildings with obvious 'prime occupants' e.g. the Medical Sciences Building, should be allocated initially to the departments associated with the prime occupant. Such priority considerations should terminate at a well-specified time, however.
2. Competing demands for space should be resolved by the room booking office in negotiation with both parties to the conflict through reference to the existing guidelines. If it becomes clear that these negotiations will be unsuccessful, then quick reference should be made to appropriate senior University personnel.

3. Every reasonable effort will be made to accommodate academic activities. Academic users should be able to preempt existing non-academic bookings. In general, an academic request made less than a month before an event should not be able to pre-empt other bookings.
4. Reservations for non-academic activities made before the completion of room allocations for academic activities may only be confirmed with a right of cancellation. Great care should be exercised when such reservations involve teaching space and take place during academic hours.

In general, the following rules apply for such reservations:

- Reservations for events taking place between June 1 and August 31 may be confirmed a year or more in advance.
- Reservations for events which will take place during the period September 1 and May 31 may not expect to receive final confirmation any more than 30 days in advance.