

UNIVERSITY CENTRE POLICIES

UC-13 | ENFORCEMENT OF POLICIES | EFFECTIVE: April 8, 2025

Authorization: University Centre Board

Date: April 8, 2025

GENERAL: The University Centre Board recognizes the need to enforce University Centre policies in the interest of the university community and to ensure adequate management of the building and all activities occurring during operational hours.

SCOPE: All organizations, groups, individuals and University departments with space located in the University Centre and all public community members including external guests.

POLICY: To ensure adherence to all University Centre Policies, a progressive approach to addressing and resolving any policy violation will be enforced as required to maintain established and approved policy guidelines.

- 1.0 **NOTICE OF VIOLATION:** The Director, University Centre or their delegate will issue a notice of violation warning letter to the individual, group or organization in violation of the respective University Centre Policy outlining the nature of the violation and any corrective action that may be required. All notices will be communicated to the Chair and Vice-Chair, University Centre Board at the time of issuance.
- 2.0 **NON-COMPLIANCE:** Should a subsequent occurrence take place after a notice of violation is issued, the Director, University Centre or their delegate may temporarily suspend user space privileges for a maximum of six (6) months.
 - 2.1 For occurrences deemed serious in nature, the Director, University Centre or their delegate may request for the Executive Committee of the University Centre Board to review the details of the occurrence and approve a suspension of space privileges up to a maximum of three (3) years based on the level of severity and potential of further policy violations.
 - 2.2 Should the individual in violation of a policy be an active member of the University Centre Board, the member will be subject to suspension from the Board for the balance of the academic year. An alternate member may be appointed to fill the University Centre Board position during the period of suspension.
- 3.0 **VIOLATION REFERRAL:** Violation of policies by external, non-affiliated individuals and/or organizations and continued violation of policies by internal or affiliated individuals, groups or organizations may be referred to University of Guelph Campus Safety Office and/or the

Office of the Vice-Provost, Student Affairs as appropriate. University of Guelph Campus Safety Office may elect to lay charges through the Judicial System of the University of Guelph or the Ontario Court System as warranted.

- 4.0 **ENFORCEMENT:** It is the responsibility of the Senior Operations Manager, or their delegate to enforce this policy.
- 5.0 **EVALUATION:** The Senior Operations Manager, or their delegate is responsible for the evaluation of this policy whenever deemed necessary or upon five (5) years of effective date. Recommendations for the revision of this policy are to be forwarded to the Governance & Management Sub-Committee of the University Centre Board by the Director, University Centre for review, recommendation, and approval by the University Centre Board.
- 6.0 **APPEAL PROCESS:** Any group, individual or organization who has been issued a notice of violation or suspension of space privileges under this policy may appeal any decision made by the University Centre to the Executive Committee of the University Centre Board. The appeal must be submitted in writing to the Director, University Centre within ten (10) business days of the date of notice issued. The group, individual or organization will be given reasonable notice to present their appeal to the Committee or the appeal shall be tabled. The Executive Committee will determine the outcome of the appeal.