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**GENERAL:** The University Centre will make its space, facilities and equipment available to the University of Guelph Community and outside (non-University) groups for cultural, social, educational and charitable activities where the use of such facilities will in general be consistent with the aims and objectives of the University Centre.

**PURPOSE:** (i) To establish guidelines under which the University Centre will make its space, facilities and equipment available to user groups so as to ensure all potential users will have an equitable opportunity to reserve and utilize space, facilities and equipment within the Centre.

ii) To establish a rate schedule and to identify costs that will be charged to user groups for use of the University Centre's space, facilities and equipment.

**SCOPE:** All University Centre controlled space, facilities and equipment that has been designated as "bookable" and is available through the University Centre Reservation Office.

## POLICY: 1.0 DEFINITION OF USER GROUPS

Potential users of University Centre controlled space, facilities and equipment are divided into four distinct groups as follows:

### 1.1 Accredited Student Groups

An organized group of students whose aims and objectives meet the criteria for accreditation under the Student Organizations policy as approved by the Board of Governors of the University of Guelph, and has been registered under said policy.

### 1.2 University of Guelph Departments, Colleges or Other Organizational Units

An academic or administrative organizational unit of the University of Guelph and falling under the control of the University of Guelph Board of Governors will be recognized as an accredited group.

### 1.3 University of Guelph Affiliated Groups

A not-for-profit organization whose aims and objectives have a special or direct relationship to the University Community - usually educational, cultural, professional or social service in nature. Criteria and authority for the accreditation of such groups rests with the Vice-President, Administration of the University of Guelph or his/her delegate.

### 1.4 Non- Accredited Groups

An organization or individuals not qualifying under 1.1, 1.2 or 1.3 of this Policy and as such do not qualify for accredited standing. These groups or individuals may be granted affiliated and/or accredited standing at the discretion of the Director, University Centre or his/her delegate.

## 2.0 RESERVATION OF UNIVERSITY CENTRE FACILITIES

## 2.1 General

Reservations of University Centre controlled space, facilities and equipment is on a first come, first served basis.

Reservation of the University Centre facilities will be accepted in adherence to the following schedule:

First Working Reservations Accepted For

Day of December up to and including the following December

April up to and including the following April

August up to and including the following August

Reservations will be accepted up to ten (10) working days prior to a proposed event. Reservations with less than ten (10) working days advance notice will be accepted to the fullest extent possible but at the discretion of the Manager, Building and Reservations, given resources available. Additional charges may be incurred by the user group in making resources available at short notice.

## 2.2 Affiliated conferences and Non-Accredited Groups

Reservations will be accepted up to ten (10) working days prior to a proposed event. Reservations with less than ten (10) working days advance notice will be accepted to the fullest extent possible but at the discretion of the Manager, Building and Reservations, given resources available. Additional charges may be incurred by the user group in making resources available at short notice.

## 2.3 Use of University Centre Facilities for Academic Purposes

Consistent with the stated aims and objectives of the University Centre to provide social, recreational, educational and cultural activities which are not normally offered through the academic curriculum or other University services, it is the general policy of the University Centre not to permit its space, facilities and equipment to be utilized for routine academic purposes associated with credit programs (e.g. regularly scheduled undergraduate/graduate lectures and seminars, midterm and final examinations, registration).

Exceptions to this policy must receive approval from the University Centre Board.

This policy is not to discourage academic departments from using University Centre facilities but rather to encourage the development of innovative, non routine, activities/functions (e.g. special lectures or seminars, exhibitions). If all University space were utilized in direct support of credit programs, the resources required to stage special events would not be available to University Community members and the number of these types of events would decrease dramatically. The University Centre believes these special programs are an important aspect of the University educational experience and must be supported.

## 2.4 Events/Functions Involving Food

Under University policy, the Department of Hospitality/Retail Services has sole responsibility for providing food at any event/function held within the University Centre and all arrangements for the provision of food must be made through this Department.

Excepted from this policy is food served by the Brass Taps, University Club, Graduate Students Lounge and Boo Bar food items available in other meeting places within the Centre.

## 2.5 Events/Functions Involving Beverage Alcohol

Events/functions within University Centre controlled space where beverage alcohol is dispensed, are licensed under the Alcohol & Gaming Commission of Ontario and its Regulations by virtue of the Liquor License granted to the University of Guelph by the Alcohol & Gaming Commission of Ontario .

Admission to licensed events is limited to University of Guelph community members and their registered guests only. In order to ensure this regulation is adhered to, control of admission to licensed events operated by the University Centre is the sole responsibility of the University Centre.

Organizations are restricted in the manner by which they advertise licensed events/functions to take place in University Centre controlled space. Organizations must refer and adhere to University Centre Policy UC-5: "Advertising, Promotion, Sales & Solicitations".

## 2.6 Safety and Supervision of Sponsored Events

Due to the many demands for these facilities, bearing in mind the versatility of the services and statutory requirements, the University Centre must ensure certain safety, protective, preparatory, and post termination procedures are executed. The Director of the University Centre is responsible for the implementation of such procedures, and the provision of supervisory staff at his/her discretion.

## 2.7 Reservation of Courtyard Space by Accredited Student Clubs

Student clubs may book these on a first come first serve basis. Spaces N3 and N4 are held back for reservations until 10 working day in advance of the calendar date. This space is managed by the Building Manager to ensure maximum utilization, fairness and accessibility by student groups. If the space is not used by students then booking will revert back to Items 1.0 and 1.4 and Items 2.1 to 2.6 of this policy for booking privileges. Certain booking restrictions will apply when major events utilize the total courtyard area.

## 2.8 Failure to Adhere to Policy

User groups not adhering to this policy may be denied the use of University Centre space, facilities and equipment at the discretion of the University Centre board through the Management & Operations Sub-Committee.

# 3.0 CHARGES FOR USE OF UNIVERSITY CENTRE FACILITIES AND EQUIPMENT

## 3.1 General

The charges that user groups are required to pay when making use of University Centre space, facilities and equipment are determined based on the category of the user group as defined under Section 1.0 above (e.g. 1) accredited student group, 2) Accredited Departments, 3) Affiliated Groups and 4) Non Accredited Groups).

The general policy of the University Centre is that accredited user groups (e.g. student groups, University departments) will not be assessed a charge for the use of bookable space.

Accredited groups will, however, be charged for the direct costs the University Centre incurs in meeting special requirements such as non-standard room set-up, providing equipment operators, rental of equipment from outside agents, additional housekeeping, and the cost of providing and serving non-alcoholic beverages.

Affiliated Groups/organizations will be billed at the 1/3 day room rental rate and all direct costs incurred in meeting special set-up requirements will be charged back to the group.

Accredited and affiliated groups who reserve University Centre facilities and in turn rent the facilities to third parties will be charged full non-accredited rental rates.

Non-accredited groups and organizations will be billed at full rental rates and all direct costs incurred by the University Centre in meeting special requirements.

### 3.2 Charges for Use of University Centre Audio Visual Equipment

University Centre audio visual equipment will be available to accredited and affiliated user groups at a preferred rental rate equal to approximately one half the current rate charged non-accredited groups. Excepted from these audio visual charges are accredited student groups who will only be required to pay rental for the use of the public address systems and the piano.

In order to avoid damage to or loss of expensive equipment certain University Centre audio visual equipment (e.g. large public address system) WILL NOT be made available to user groups without the services of a qualified University Centre operator and the sponsoring group must agree to cover the charge for the services of the operator. Damage to or loss of equipment released to user groups without the services of a qualified operator will be the responsibility of the user group and the cost of repairs or replacement due to loss, careless handling or incorrect operation will be charged to the user group in accordance with section 3.4 below.

Non-accredited groups making use of University Centre audio visual equipment will be billed at full rental rates.

### 3.3. Licensed Events/Functions

Revenues from the sale of alcoholic and non- alcoholic beverages will be retained by the University Centre and applied to the costs of the event. Revenues must equal a minimum of all direct costs plus 25 percent with any deficiency being invoiced to the group or organization.

### 3.4 Damages to University Centre Property

All wilful and malicious damage to furniture, equipment or the facility will be charged directly to the sponsoring group at cost plus 30 percent. A group may be denied the use of University Centre Space, facilities and equipment as a result of damages incurred, in addition to bearing the cost of repair/replacement.

### 3.5 Charitable Groups and Organizations

Where a bonafide charitable organization requests the use of University Centre facilities, room rental charges may be reduced/waived at the discretion of the Director, University Centre.

## 4.0 CANCELLATION CHARGES

### 4.1 All Accredited and Affiliated Groups

(a) The following applies to reservations of Peter Clark Hall, Rooms 001/A, 001/B, 103, 441, 442 and the entire Courtyard ONLY.

No charges will be levied against accredited/affiliated groups who cancel twenty (20) or more working days prior to the reserved date. A charge equal to the preferred reduced room rate will be levied against accredited or affiliated groups who cancel a reservation less than twenty (20) working days prior to the reserved date.

Late cancellation charges will be waived when a reservation is cancelled within the time period which would normally result in a charge if the room is subsequently reserved by another user group. Please note, the new user group is subject to late cancellation charges if applicable.

The University Centre has no responsibility to maintain waiting lists and/or contact alternative users for the purposes of reassignment.

(b) Accredited and Affiliated groups who do not cancel their room reservations and do not make reasonable use of the room reserved, will be charged an amount equal to the full preferred room rental.

(c) Accredited and Affiliated groups receiving charges for late cancellation of reservations may, within fourteen (14) days of being invoiced, appeal to the Management and Operations Committee, in writing, setting out reasons(s) for appeal. Groups appealing may be required to appear before the Committee.

#### 4.2 Non-Accredited Groups

Non-accredited groups are required to pay applicable room rental at the time a room reservation is accepted. If the room reservation is cancelled twenty (20) or more working days in advance of the reserved date, full refund will be made. If cancellation takes place within ten (10) working days of the reserved date, one-half of the applicable rental will be refunded. Failure to cancel within ten (10) working days results in loss of the room rental.

The University of Guelph Conference Office will be the exception to this advance payment policy for reservations of University Centre facilities during the months of April through August, upon the approval of the University Centre's Manager, Building and Reservations.

## 5.0 CANCELLATIONS OR CHANGES TO ROOM RESERVATIONS WHICH INVOLVE UNIVERSITY CENTRE PART-TIME EMPLOYEES

All accredited and affiliated groups who cancel or change the nature of an event, resulting in the reduction or elimination of the number of University Centre part-time employees scheduled to work the function, must notify the Room Reservation Clerk at least five (5) working days prior to the date of the event.

Groups who do not provide notice of the change or cancellation within five (5) working days will be billed an amount equal to the number of hours scheduled, or three (3) hours wages, whichever is more, for each University Centre part-time employee scheduled to work the function. These charges are in addition to applicable room cancellation charges.

## 6.0 EVALUATION

The Manager, Building and Reservations is responsible for evaluating this policy whenever deemed necessary. Recommendations for revision of this policy are to be forwarded to the University Centre Board's Management and Operations Committee by the Director, University Centre for review, recommendation to, and approval by, the University Centre Board.

Audio visual equipment rates and room rental rates may be altered from time to time at the discretion of the Director, University Centre to compensate for increases in costs and changes to audio visual equipment inventories and alterations to the facilities. Changes in rates must be within the general framework of the policy and will only apply to reservations made on or after the effective date of the change.