

# UNIVERSITY CENTRE POLICIES

UC-6 | BUILDING HOURS OF OPERATION | EFFECTIVE: JANUARY 1, 2019

Authorization: University Centre Board

Date: December 4, 2018

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**GENERAL:** The University Centre Board is committed to ensuring an accessible University Centre building for our campus community. Regular building hours of operation for all public space is imperative in order to determine the operating schedules of all administrative and student services within the University Centre and assist with the management of building usage, public accessibility, safety and security.

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

## 1.0 **BUILDING PUBLIC SPACE**

1.1 **DEFINITION:** Public space is defined as all non-bookable open accessible spaces in the University Centre including hallways, student lounges, study spaces, and cafeteria seating areas. Hallways and seating areas within administrative office spaces are not considered public space as defined in section 4.1.

1.2 **HOURS OF OPERATION:** Perimeter entrances to public spaces in the University Centre, University of Guelph shall be made available to the members of the University community and the general public between the hours of 6:30 a.m. and 1:30 a.m. of the following day, seven-days per week.

1.3 **APPLICATION:** All user groups within the University Centre must set operational hours for their defined space within the established building hours of operation unless after-hours access is approved by the Director, University Centre or their delegate.

1.4 **HOLIDAY CLOSURE:** The University Centre will be closed for the annual December holiday period as determined and announced by the University of Guelph. A minimum fourteen (14) days advance public notice period will be provided.

1.5 **EMERGENCY CLOSURE:** At the discretion of the President of the University of Guelph or their authorized delegate, as defined in [Human Resources Policy 512: Hazardous Weather/Emergency Closing Procedures](#), the University Centre may be closed as deemed necessary due to inclement weather, emergency situations, and annual campus closure periods.

## **2.0 UNIVERSITY CENTRE BOOKABLE SPACES**

- 2.1** All bookable spaces managed by University Centre Services are available for usage between the hours of 6:30 a.m. and 1:30 a.m. of the following day, seven-days per week, subject to the periods of closure defined in section 1.4 Holiday Closure and section 1.5 Emergency Closure.
- 2.2** Exception to this policy to close or modify bookable spaces as deemed necessary for renovation, preventative or emergency repair, and private special events will be made at the discretion of the Director, University Centre, or their delegate.

## **3.0 UNIVERSITY CENTRE SERVICES OPERATIONAL SPACES**

- 3.1** The University Centre Services Administrative Office will conduct regular business hours from Monday to Friday, between the hours of 8:30 a.m. to 6:30 p.m. during the periods of September 1<sup>st</sup> to April 30<sup>th</sup>; and between the hours of 8:30 a.m. to 4:30 p.m. during the periods of May 1<sup>st</sup> to August 31<sup>st</sup>.
- 3.2** University Centre Loading Dock Services will conduct regular business hours from Monday to Friday, between the hours of 6:30 a.m. to 6:30 p.m. between the periods of September 1<sup>st</sup> to April 30<sup>th</sup>; and between the hours of 6:30 a.m. to 4:30 p.m. during the periods May 1<sup>st</sup> to August 31<sup>st</sup>.
- 3.3** Brass Taps Campus Pub including Campus Bakery Co. will operate during the defined periods listed below:

### **3.3.1 *FALL & WINTER SEMESTERS (SEPTEMBER – APRIL)***

Monday, Wednesday, Friday: 8:30 a.m. to 11:00 p.m.

Tuesday, Thursday: 8:30 a.m. to 1:00 a.m.

Saturday: 4:00 p.m. to 11:00 p.m.

Sunday: Closed - Open for Special Events Only

### **3.3.2 *SUMMER SEMESTER (MAY - AUGUST)***

Monday, Tuesday, Friday: 8:30 a.m. to 5:30 p.m.

Wednesday, Thursday: 8:30 a.m. to 7:00 p.m.

Saturday, Sunday: Closed - Open for Special Events Only

- 3.3.3 *EXCEPTION:*** Managers and supervisors may commence or conclude regular business hours up to one (1) hour before or after the regular operational hours, at the direction of the Operation Manager or may be closed for private special events with a minimum two (2) days advance public notice period.

#### **4.0 UNIVERSITY ADMINISTRATIVE SPACES**

- 4.1 Access to **University** Administrative Spaces on Level 3 (South), Level 4 (South), and Level 5 (South) is available from Monday to Friday, between the hours of 8:15 a.m. to 4:45 p.m. during the periods of September 1<sup>st</sup> to April 30<sup>th</sup>; and between the hours of 8:15 a.m. to 4:30 p.m. during the periods of May 1<sup>st</sup> to August 30<sup>th</sup>.
- 4.2 Approvals to access University Administrative Spaces outside of the defined scheduled time period must be authorized by the recognized Director or Department Head of the specific administrative area or by the President or their authorized delegate.
- 4.3 Business operating hours for all University Administrative Offices and Services located on Level 3, Level 4, and Level 5 will be defined by the administrative user group, within the general building hours of operation.

#### **5.0 STUDENT ADMINISTERED SPACES**

- 5.1 Recognized Student Spaces under the administration of the Central Student Association (CSA) and Graduate Student Association (GSA) will operate at times determined by the respective user group, within the general building hours of operation.

#### **6.0 COMMERCIAL SPACES & OTHER USER GROUPS**

- 6.1 All Commercial Leased Space and other user groups, including The Ontarion and CFRU Radio, will operate at times determined by the respective user group, within the general building hours of operation.

#### **7.0 EVALUATION**

- 7.1 The Operations Manager, University Centre Services shall be responsible for evaluating this policy as deemed necessary and reporting to the Management and Operations Sub-Committee of the University Centre Board.
- 7.2 All recommended policy changes must be reviewed and accepted by the Management and Operations Sub-Committee and forwarded to University Centre Board for approval.