

Use of University Facilities for Non-Academic Purposes Policy

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Approval Authority Provost and Vice-President (Academic)	
Implementation Authority Senior Director, Ancillary Services	
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1 Purpose

The purpose of this policy is to outline terms and conditions for the use of University Facilities for Non-Academic Purposes so that University space is used efficiently and responsibly, in ways consistent with University values and priorities, and in a manner that does not interfere with normal academic activities.

2 Scope

This policy applies to the use of University Facilities for Non-Academic Purposes. It applies to University as well as non-University groups and individuals. It also applies to tenants and their affiliates.

3 Definitions

In this policy:

- a) "Demonstration" means a public gathering of people to express some sentiment by explicit means such as picketing, parading, carrying signs or shouting, usually in favour of or opposed to some action or opinion.
- b) "Non-Academic Purpose" means a purpose other than established student, faculty, and staff activities which are part of the course of regular University business including classroom activities, faculty and staff work and research activities, University committee meetings, regular meetings of student government, and other activities necessary to and a regular part of the business of the University.
- c) "Prohibited Conduct" means:
 - i. conduct prohibited by law;
 - ii. conduct that threatens or endangers the health or safety of any person or creates in such person a reasonable fear that such a result will occur;
 - iii. the use of force or violence, actual or threatened;

- iv. conduct that threatens or interferes with the maintenance of appropriate order and discipline in the operation of the University, including its academic programs;
 - v. any conduct that results in damage or defacement of University Facilities;
 - vi. inciting, aiding, or encouraging others to engage in Prohibited Conduct; and
 - vii. any conduct that is contrary to University policy or specific University direction.
- d) “Special Event” refers to a gathering or activity on or using University Facilities that is not normally part of the regular business of the University. Special Events include Demonstrations, public displays, conferences, seminars, exhibits, theatre productions and concerts.
- e) “University” means the University of Calgary.
- f) “University Facilities” means all buildings and grounds, including athletic and recreational fields, owned, leased or operated by the University.

4 Policy Statement

General Provisions

- 4.1** The University has the right and responsibility to control and manage the use of and access to University Facilities in order to:
- a) ensure a safe, respectful, and civil environment;
 - b) protect and maintain the physical assets of the University; and
 - c) protect the reputation of the University.
- 4.2** Freedom of expression and lawful assembly are permitted at the University, subject to the limits set out herein.
- 4.3** No person will engage in Prohibited Conduct while on or using University Facilities.

Authority to Schedule Use

- 4.4** Conference and Events Management has the authority to approve the use of University Facilities for Non-Academic Purposes.
- 4.5** Any use of University Facilities may also be subject to the approval of Parking and Transportation Services, Campus Security, Campus Planning, Risk Management and Insurance, Facilities, or any University office as appropriate.
- 4.6** A request to use University Facilities for Non-Academic Purposes will not be approved if it will or is likely to constitute Prohibited Conduct.
- 4.7** The University, in its sole discretion, may require a risk assessment to determine if a use of University Facilities is permissible or not.
- 4.8** The number or frequency of reservations for each person or organization may be limited to ensure reasonable access for all persons and organizations seeking to use University Facilities for Non-Academic Purposes.
- 4.9** Normally, the priority ranking for the use of University Facilities for Non-Academic Purposes is:
- a) academic or administrative users,
 - b) academic invitees, and
 - c) recognized University student groups.

4.10 A request for booking University Facilities for Non-Academic Purposes will be made in advance through the Conference and Events Management website.

4.11 Space will not be booked to individuals or organizations who have outstanding payment balances to the University.

Terms and Conditions of Use

4.12 The requesting person or organization will abide by any terms and conditions of use directed by the University.

4.13 Use of University Facilities for Non-Academic Purposes may be subject to rental fees and/or service charges.

4.14 Conference and Events Management will consult with Campus Security to determine if security is required. The requesting person or organization will be responsible for costs associated with security.

4.15 All scheduled use of University Facilities for Non-Academic Purposes is subject to change, relocation, or cancellation without notice.

Banners and Mobile Signs

4.16 Applicants must obtain the consent of the Parking and Transportation Services or Conference and Events Management as appropriate to use large signs or banners during a Demonstration.

Consequences for Violating the Policy

4.17 Violators of this policy may be subject to penalties under University policy, collective agreements, and under provincial and federal law.

5 Special Situations

The University recognizes that spontaneous Demonstrations or other types of Special Events may arise. The University reserves the right to direct, limit or terminate these gatherings or activities.

6 Responsibilities

6.1 Approval Authority

- a) ensure appropriate rigour and due diligence in the development or revision of this policy.

6.2 Campus Security

- a) review plans for Special Events to determine security requirements.

6.3 Implementation Authority

- a) manage applications for the use of University Facilities for Non-Academic Purposes;
- b) ensure that University staff are aware of and understand the implications of this policy and related procedures;
- c) monitor compliance with the policy and related procedures;
- d) regularly review the policy and related procedures to ensure consistency in practice; and
- e) sponsor the revision of this policy and related procedures when necessary.

6.4 Environmental Health and Safety

- a) establish terms and conditions for use of University Facilities in accordance with applicable regulation, law, and policy.

7 Related Policies [Student Non-Academic Misconduct Policy](#)

8 Related Information [Events](#), Risk Management and Insurance
[Event Guidelines and Checklists](#), Risk Management and Insurance
[University Facilities](#)

9 History

March 25, 2010	Approved and Effective.
January 23, 2015	Revised.
November 16, 2017	Editorial Revision.
January 1, 2020	Editorial Revision. Updated format and links.
May 30, 2023	Editorial Revision. Updated title.