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USE OF UNIVERSITY SPACE

Approval Authority	President
Responsible Executive	Chief Financial Officer/Vice-President, Administration
Related Policies / Legislation	University Act, section 27 (2)(t) Board policy direction Real Property, Heritage Sites, Endowments, Intellectual Property, and other Assets (BPD-215) Space Management policy (220) Safe Student Learning Community (204) Discrimination, Bullying and Harassment Prevention (18) Art and Cultural Heritage Collections Management (4)

PURPOSE/PHILOSOPHY

The University of the Fraser Valley (UFV) is a student-centered, publicly funded university committed to creating an inclusive, welcoming, and engaging environment.
UFV manages the use of its spaces – both interior and exterior – to ensure they are used effectively, safely, and in ways that support the university's mission, strategic priorities and values.

The primary use of university space is for teaching, research, and administrative operations. Space may also be available for:

- Faculty, staff, and recognized student groups to further the educational mission and enhance student experience; and

- External organizations and community groups where such use does not interfere with university operations.

UFV respects academic freedom and freedom of expression and will not discriminate in ways prohibited by the BC Human Rights Code. UFV may, however, impose reasonable conditions on space use to protect people, facilities, and UFV's reputation.

SCOPE

This policy applies to:

- **All UFV-owned, leased, or controlled indoor and outdoor spaces**, unless specifically excluded by contract, lease, or other agreement

- **All users**, including:
    - Academic and administrative units
    - Recognized student groups
    - Academic invitees
    - External organizations and commercial users

This policy **does not** apply to:

- Real property leased to third parties where UFV does not retain operational control
- Space allocations governed by specific agreements or other UFV policies (e.g., research lab assignments under Space Management Policy)

SPACE PRIORITIES

a. **Exclusive-use spaces:** Some spaces (e.g., offices, laboratories) are not available for general booking.
b. **Institutional events:** University-wide events such as Convocation, Open House and Orientation take precedence over other bookings.
c. **General booking priority order:**
    - Academic or Administrative Users
    - Academic Invitees
    - Recognized Student Groups
    - Commercial/Other Third Parties

DEFINITIONS

Academic/Administrative Users – UFV faculties, departments, and administrative units, including faculty and staff acting in their official capacity. Includes university-supported organizations (e.g. Alumni Association) and recognized employee bargaining units.

Academic Invitees – Persons or organizations invited by the University that have an educational, cultural, professional, or social service focus and are non-profit in nature.

Recognized Student Groups – The UFV Student Union Society (SUS), SUS-recognized clubs, constituency societies, and subsidiary organizations.

Commercial/Other Third Parties – All other users, including community groups, non-profit organizations, government bodies, businesses, and private individuals.

University Space – All indoor and outdoor spaces UFV owns, leases or controls, except for spaces leased to third parties.

Booking Office – A UFV unit authorized to schedule specific University spaces (see Appendix A).

POLICY

1. All use of university space must be authorized by UFV and comply with applicable legislation, municipal bylaws, university policies, and safety requirements.

2. Unauthorized use of UFV space will be treated as trespassing, non-academic misconduct, or workplace misconduct, as appropriate.

3. Approval of space use does not imply UFV endorsement of the event, its content, or the views of the participants.

4. Booking Offices must consult relevant units before approving events that:
   (a) require a risk assessment or additional insurance
   (b) require campus security or other safety measures
   (c) involve significant resource requirements, or
   (d) affect another unit's operations

5. The approval of a request for the use of university space may be subject to conditions and/or limitations. These may include, but are not limited to:
   (a) date, time and location of the event
   (b) maximum number of attendees
   (c) implementation of security measures (with cost-recovery where applicable)
   (d) liaison with UFV Marketing and Communications departments, and
   (e) the signing of a space use agreement

6. UFV reserves the right to refuse or cancel any booking for any valid reason, including (but not limited to):
   a. The event conflicts with the space's designated purpose
   b. The event conflicts with UFV's Mission and Values
   c. The request is inconsistent with University policy or guidelines
   d. The applicant has previously misused space, breached policy, or has unpaid fees
   e. The applicant has misrepresented the intended use of the space, does not comply with university guidelines, or has not provided the required documentation
   f. The university lacks the resources to support the booking
   g. The estimated direct and indirect costs are unreasonable, in the university's sole estimation
   h. Unforeseen circumstances occur where the space must be repaired, or where the university must use the space for an alternate, higher priority purpose

   If a booking office believes that a booking must be refused or cancelled, the booking office will consult with the CFO & Vice President, Administration or their designate, who will make the decision.

Where a confirmed booking requires relocation or is cancelled under Section 6 (f) or (h), reasonable efforts will be made to find a suitable alternative date or space, as appropriate. In such cases, as much notice as possible will be provided.

A decision by the university to decline or cancel a booking of university space is final.

7. External users must provide proof of liability insurance, naming UFV as Additional Insured, minimum coverage $2M per occurrence.

8. Food service to be provided by UFV's contracted food service provider or on approval of Director, Ancillary Services.

9. No overnight use of university space without express permission.

PROCEDURES OVERVIEW

Detailed booking procedures are provided in the **Procedures for Use of University Space** document.

APPENDIX A – BOOKING OFFICES

Booking Offices: Units responsible for booking university space

Conference Services
For all external enquiries and bookings of UFV space
Contact:
Tel: 604-504-7441 x4474
Email: conferenceservices@ufv.ca
Website: https://www.ufv.ca/conference/

Guest Accommodation, Abbotsford Campus
Guest accommodation services
Contact:
Tel: 604-504-7441 x4474
Email: conferenceservices@ufv.ca
Website: https://www.ufv.ca/conference/accommodation/

Cascades Athletic Centre, Abbotsford Campus
Gymnasiums and fitness facilities
Contact:
Email: cascades.facilities@ufv.ca
Website: https://www.ufv.ca/campusrec/rentals/

Internal Room Bookings: https://roombookings.ufv.ca/Portal/
Or, email room.bookings@ufv.ca

Parking Lots
Booking parking lots
Email: parking@ufv.ca
Website: https://www.ufv.ca/parking/contact/

Dining and Catering Services
http://www.ufv.ca/Dining/Catering.htm