UNIVERSITY OF THE FRASER VALLEY

PROCEDURES

Effective Date	2026-05-12
Next Review Date	2033-05-12

PROCEDURES FOR USE OF UNIVERSITY SPACE

Responsible Executive	Chief Financial Officer/Vice-President, Administration
Related policy	Use of University Space (132)

1. PURPOSE

These procedures set out the process for requesting, approving, and managing the use of university space, ensuring that all use aligns with UFV's mission, values, and operational requirements**.**

2. APPLICABILITY

These procedures apply to:

1. Internal users (academic and administrative units)
2. Recognized student groups (SUS and SUS-recognized clubs, constituency societies, and organizations
3. External users (all other individuals and organizations)

3. BOOKING PROCESS

1. Use of university space is authorized and booked through different offices as listed in Appendix A – Booking Offices. Each Booking Office manages requests for space following processes consistent with the goals and practices set out in this Policy.
2. The Booking Office that manages the booking is responsible for ensuring that users are informed of their responsibilities and that, where applicable, all relevant requirements regarding indemnity and liability have been communicated, all appropriate agreements concluded and all certificates of insurance obtained (if required).
3. The Booking Office will be responsible for ensuring all charges for costs incurred as a result of booking space for an off-campus organization are invoiced appropriately.

3.1. Internal Users

a. Submit a request through UFV's Space Booking Portal https://roombookings.ufv.ca/Portal/
b. For events (not routine meetings), prior authorization is required from a Dean, Director, or equivalent administrator, and an Event Application must be submitted.
c. The booking office will review the request for space availability, compliance with policies, and required resources.
d. Bookings are confirmed once all requirements are met, including signed agreements if applicable.

3.2. Recognized Student Groups

a. Submit a request via SUS.
b. SUS verifies group recognition status and forwards the event request to Safety & Security and VP, Students' office or designate.
c. If an event involves large attendance, outdoor space, food service, or special setups, VP Students' office or designate may assist with coordination with Facilities, Safety & Security, Room Bookings, and/or other relevant units.
d. Confirmation in response to student requests will be provided in writing.

3.3. External Users

a. Submit a request to Conference Services (for general space use)
b. Complete the Application to Rent Facilities Form: Event Application
c. Provide:
    - Event details (date, time, purpose, expected attendance)
    - Required equipment, setup, or technical support
    - Proof of liability insurance naming UFV as Additional Insured ($2M minimum coverage)
d. Sign a Space Use Agreement and pay any deposits or fees as required.
e. Booking is confirmed once all conditions are met.

4. EVENT REQUIREMENTS

1. Compliance: All events must comply with UFV policies, municipal bylaws, provincial/federal laws, fire code, and accessibility standards.
2. Restrictions:
    a. No unauthorized removal or modification of furniture or equipment
    b. No open flames or hazardous materials without written approval
    c. No signage or advertising outside designated areas
    d. Alcohol service requires licensing and UFV approval
3. Catering: Preference given to UFV's contracted food service provider or on approval of Director, Ancillary Services.
4. Cleanup/Damage: Users are responsible for leaving space clean and for covering costs of damage or extraordinary cleaning.

5. FEES

1. Internal users: Use of Conference Centre/Community Hall is on a cost-recovery basis and internal users will be charged per rate schedule. Service charges may apply for custodial overtime, security, AV/technical support, or special setups.
2. Recognized student groups: Use of Conference Centre/Community Hall is on a cost-recovery basis and student groups will be charged per rate schedule. Service charges may apply for custodial overtime, security, AV/technical support, or special setups. No rental fee for approved student activities. Service charges may apply.
3. External users: Rental fees apply as per UFV's Space Rental Fee Schedule in addition to service charges.
4. The use of spaces by employees engaged in activities outside the scope of their employment constitutes use by an "external" user group and would be subject to the same conditions for rent of university facilities.

6. CANCELLATIONS

1. User cancellations must be submitted in writing at least 5 business days before the scheduled event. Late cancellations may incur charges.
2. UFV cancellations may occur due to emergencies, higher-priority events, or operational needs. Where possible, UFV will provide alternative space or dates and as much advance notice as possible.

7. ENFORCEMENT

Failure to comply with these procedures may result in:

1. Immediate termination of space use
2. Recovery of costs for damages or non-compliance
3. Suspension or loss of booking privileges

8. OTHER

1. If the intended use of the university space requires an additional permit(s), license(s), or approval(s) from a permitting authority other than the university (for example, obtaining special event liquor licences), it is the sole responsibility of the party requesting the booking to secure such permit(s), license(s), or approval(s), and to provide proof upon receipt of same to the university Booking Office managing the booking.
2. External organizations will not be permitted to charge admission to any function or to collect monies from persons attending an event held in university space for which no rental fee is paid.

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