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| USE OF UNIVERSITY FACILITIES FOR NON-INSTITUTIONAL ACTIVITIES POLICY |
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| Policy Type: | Institutional | Initially Approved: | February 5, 2024 |
| Policy Sponsor: | Vice-President, Finance and Operations | Last Revised: | February 5, 2024 |
| Responsible Unit: | Campus Operations | Review Scheduled: | February 2029 |
| Approver: | President and CEO | | |

A. PURPOSE

This policy defines the terms and conditions for the use of University Facilities for Non-Institutional Activities 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.

B. SCOPE

This policy applies to the use of University Facilities for Non-Academic Activities. It applies to University as well as non-university groups, organizations and individuals. Subject to any written contractual arrangements to the contrary, the University shall not be bound by any ongoing or previous arrangement with respect to any items covered by this policy.

C. POLICY STATEMENT

1. GENERAL

- 1.1 AUArts has the right and responsibility to control and manage the use of and access to its Facilities in order to:
 - a) Ensure a safe, respectful, and civil environment.
 - b) Protect and maintain its physical assets.
 - c) Protect the reputation of the University.
- 1.2 Freedom of Expression and lawful assembly are permitted at the University, subject to the limits set out herein.
- 1.3 No person will engage in Prohibited Conduct while on or using University facilities.

2. AUTHORITY TO SCHEDULE USE

- 2.1 Campus Operations has the authority to approve the use of University Facilities for Non-Academic Activities.
- 2.2 A request to book University Facilities for Non-Academic Activities will be made in advance through Campus Operations.

- 2.3 The priority ranking for the use of University Facilities for Non-Academic Activities is:
 - a) Academic or administrative users.
 - b) Academic invitees.
 - c) Student Association and recognized university student groups.
 - d) Outside individuals or groups.
- 2.4 University premises may not be available for use during times that the University determines would conflict, or substantially interfere, with regularly scheduled classes or with the business operations of the University or the requirements of University departments/programs
- 2.5 A request to use University Facilities for Non-Academic Activities will not be approved if it will or is likely to constitute Prohibited Conduct.
- 2.6 The University, in its sole discretion, may require a risk assessment to determine if the use of University Facilities is permissible or not.
- 2.7 The number or frequency of reservations for each person or organization may be limited to ensure equitable access for all persons and groups seeking to use University Facilities for Non-Academic Activities.

3. TERMS AND CONDITIONS OF USE

- 3.1 The requesting person or organization will abide by any terms and conditions of use directed by the University.
- 3.2 Use of University Facilities for Non-Academic Activities may be subject to rental fees and/or service charges.
- 3.3 Campus Operations will determine if additional security is required. The requesting person or organization will be responsible for costs associated with additional security.
- 3.4 Activities requiring food and/or beverage (alcoholic and non-alcoholic) services must comply with the University's Liquor Service Procedure and Hosting Procedure.
- 3.5 All scheduled use of University Facilities for Non-Academic Activities is subject to change, relocation, or cancellation without notice.
- 3.6 Granting of permission to use University Facilities for Non-Academic Activities does not constitute the University's endorsement of the activities or purposes of the requesting person or organization.
- 3.7 Unauthorized use of the University's name other than to indicate the location of an event, is prohibited.

4. CONSEQUENCES FOR VIOLATING THE POLICY

- 4.1 Violators of this policy may be penalized under University policy, collective agreements, and provincial and federal law.
- 4.2 Removal from University facilities.

5. SPECIAL SITUATIONS

- 5.1 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.

D. DEFINITIONS

Demonstration: 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.

Facilities: Any building, ground, or area that AUArts leases, uses, or occupies and that is under the jurisdiction of AUArts Board of Governors.

Non-Institutional Activity: An activity other than established student, faculty, and staff activities that 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.

Prohibited Conduct:

- Conduct prohibited by law.
- 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.
- Involves Intimidation, violent behaviour, or threat thereof, including the use of physical force or assault or threat thereof, against any person or property or inciting violence.
- Conduct that threatens or interferes with the maintenance of appropriate order and discipline in the operation of the University, including its academic programs.
- Any conduct that results in damage or defacement of University facilities
- Inciting, aiding, or encouraging others to engage in Prohibited Conduct.
- Any conduct that is contrary to University policy or specific University direction

Special Events: A gathering or activity on or using University Facilities that is not normally part of the University's regular business. Special Events include demonstrations, public displays, conferences, seminars, exhibits, performance art, and concerts. University planned and promoted events, such as gallery crawl are not included in this definition.

E. RELATED POLICIES

- Academic and Artistic Freedom Policy
- Code of Conduct Policy
- Freedom of Expression Policy
- Respectful Workplace Policy

F. RELATED LEGISLATION

- Alberta Human Rights Act
- Canadian Charter of Rights and Freedoms
- Canadian Criminal Code
- Provincial Offences Act

G. RELATED DOCUMENTS

- Student Conduct Procedure
- Event Request Form

H. REVISION HISTORY

| Date (mm/dd/yyyy) | Description of Change | Sections | Person who Entered Revision (Position Title) | Person who Authorized Revision (Position Title) |
|------------------------------|----------------------------------|-----------------|---|--|
| 02/05/2024 | New Policy | All | Director, Campus Operations | VP, Finance and Operations |
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