



Space Policy

University of New Brunswick (Saint John Campus)

Policy on Space

Description: Deals with the primary allocation of space to the University of New Brunswick-Saint John Campus (UNBSJ) academic, academic-support, administrative Units or student groups in pursuit of their mandates as well as the Secondary/temporary use of space by University groups and External Users.

Procedures: To be developed and approved under the authority of the Vice President, Saint John

Approvals:

Approved and Recommended by the Senior Advisory Committee: January 11, 2019

Authority: Vice President Saint John

Signature: _____

I. Definitions

“Central Booking Office”: a centralized office whereby faculty, staff, students and external parties can access UNBSJ space for Secondary Uses. This office will serve to implement procedures to ensure that the use of University space complies with established policies as outlined in section VII.

“External Event”: a meeting, performance or other gathering on the UNBSJ campus which is initiated by and involves the participation of groups/organizations and individuals which are NOT UNBSJ Units. Appropriate fees and requirement for proof of insurance may apply.

“External User” : a group which is not a UNBSJ Unit **OR** an individual who may be part of such a department, Unit or group who is seeking to book UNBSJ space for purposes outside of his/her membership or participation in that department, Unit or group. Appropriate fees and requirement for proof of insurance may apply.

“Internal Event”: a meeting, performance or other gathering on the UNBSJ campus



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which is initiated by and involves the participation primarily of members of UNBSJ Units operating within their Primary Mandates.

“Internal User”: a UNBSJ Unit **OR** an individual who may be part of such a department, Unit or group who is seeking to book UNBSJ space for purposes within the Primary Mandate of that department, Unit or group.

“Preferred Unit”: a UNBSJ Unit which has made a financial contribution to the creation or maintenance of a particular meeting, conference, classroom or lounge.

“Primary Mandate”: the central function of UNBSJ Unit -- particularly for purposes of this policy-- that central function as it affects the *Unit's* use of space.

“Primary Use of Space”: use of space by a UNBSJ Unit which falls within the Primary Mandate of that *Unit* or group.

“Secondary Use of Space”: “*secondary*” uses of space comprise

- Any use of UNBSJ space by a non-UNB Unit (“External User”)
- Any use of UNB space by a UNBSJ Unit for an activity which falls outside the *Primary Mandate* of that group i.e. “off-primary mandate” use.

“Unit”: any academic Unit, academic-support Unit, administrative Unit or officially-recognized student group of the University of New Brunswick, Saint John **“University”**: University of New Brunswick (UNB).

II. Scope

This policy shall apply to the use of space on the University of New Brunswick-Saint John (UNBSJ) campus and all space of the University of New Brunswick (UNB) allocated by the Vice President Saint John.

III. Principles

1. All space is owned by the University of New Brunswick (UNB).

1.1. Space renovated or constructed with funds contributed by internal University Units belongs to the University and is assigned to Units to meet current needs, consistent with the Unit's mandate and University priorities; participation in



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funding does not give the Unit the guaranteed or perpetual right to or exclusive use of that space, although the Unit's contribution should be taken into account in assigning and booking that space. Space renovated or constructed with funds from external donors may be subject to additional restrictions but only as specifically accepted by the University as a condition of that donation.

- 1.2. Space rented or leased by the University from external parties as well as space rented or leased from the University by external parties shall be governed by the terms of the rental or lease agreement. Only the President and the Vice-President Saint John may enter into such agreements.
2. It is the responsibility of the Vice-President Saint John to allocate (i.e. delegate responsibility for) space to UNB Units.
3. Space is allocated to UNB Units to meet their Primary Mandates including but not limited to elements of instruction, research, service, administration, as well as for athletic, cultural, and social purposes. Space shall be used efficiently and effectively to those purposes.
 - 3.1. UNB Units may not use Space in any manner other than that provided for in their Primary Mandates: i.e. they may not reallocate, rent, lease, book or surrender the use of space to other parties, either external to or internal to the University, except as provided in section VII following (Secondary use of UNBSJ Space).
4. Priority shall be given to providing suitable space in appropriate locations to address a Unit's Primary Mandate. However, the Vice-President Saint John is not obligated to allocate specific space to any Unit.
5. All space use is subject to appropriate UNB policies as well as the laws, ordinances, rules and regulations of New Brunswick and Canada.

IV. Primary Use of Teaching Space

1. All UNBSJ space for class teaching purposes shall be booked by the Registrar's Office in the context of course scheduling. This shall include all spaces with the following room-use descriptions:

1.1 Classrooms



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- 1.2 Teaching Labs
- 1.3 Gymnasiums—only when booked for class-teaching or examination purposes
2. All UNBSJ space for examination purposes shall be assigned by the Registrar's Office in the context of examination scheduling: This shall include all spaces with the following room-use descriptions:
 - 2.1 Classrooms
 - 2.2 Teaching Labs
 - 2.3 General-Use Computer Labs
 - 2.4 Gymnasiums
 - 2.5 Other relevant teaching spaces
3. In assigning teaching or examination space to courses, the Registrar's Office shall use the following criteria:
 - 3.1 size of classroom/lab/gym in relationship to number of students in the course, aiming for at least an 80% utilization of the space
 - 3.2 amenities and equipment in the classroom/lab/gym in relationship to needs of the course
 - 3.3 accessibility/proximity of classroom/lab/gym to the students and faculty involved in the course

V. Coordinating Secondary Use of UNBSJ Space

In general, uses of space which do not fall within the Primary Mandate of Units shall be considered Secondary Uses. Such Secondary Uses of any space on the UNBSJ campus shall be booked through a "Central Booking Office."

In accordance with the Definitions section above, and for greater clarity here: Individuals who are **not** associated with UNB Units are "external" and if permitted to book/use UNB space, do so as External Users. Appropriate fees or requirement for proof of insurance may apply.

Individuals associated with UNB Units who are booking/using UNBSJ space for purposes other than those within the Primary Mandate of that Unit are also booking as External Users.

UNB Units seeking to book/use UNBSJ space for purposes beyond those within their



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Primary Mandate or seeking to book space allocated to other UNB Units shall also book such space through a Central Booking Office.

1. All uses of UNBSJ spaces whose primary room-use description includes the following shall normally be booked through the Central Booking Office on the University scheduling system:

- 1.1 Conference/Meeting room
- 1.2 Lounge
- 1.3 Reception Area
- 1.4 Exhibit/Display area
- 1.5 Gathering / Recreational
- 1.6 Reading/Study Room
- 1.7 Dining/Cafeteria
- 1.8 Assembly Space
- 1.9 Outdoor Space

2. All Secondary uses, including classroom or other teaching space, shall normally be booked through the Central Booking Office.

In considering requests to book UNBSJ space for Secondary Uses, the Central Booking Office shall take into account the following:

- 2.1 the priority/availability of that space, considering first its use within the Primary Mandates of the UNB Units
- 2.2 the requirements of the booking group in relationship to the maximum occupancy, physical characteristics and features of the room/space, and the space's accessibility characteristics
- 2.3 the potential for disruption of other UNBSJ users of space in proximity to the space to be booked (if possible to anticipate)
- 2.4 legal liability
- 2.5 provision of appropriate insurance coverage
- 2.6 the requirements for Security, including access requirements
- 2.7 the requirements for food service and the contractual relationships between food service suppliers and UNBSJ



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- 2.8 the requirements for liquor licensing
- 2.9 the requirements for setup and cleanup prior to and after the event/meeting and
- 2.10 the coordination of these with other uses of space
- 2.11 the requirements for Audio-Visual Services
- 2.12 University's reputation and propriety of association with the proposed event
- 2.13 for External Users, implementation of appropriate fees will apply to offset UNBSJ costs in providing, heating, lighting, setting up, cleaning and refurbishing space.
- 2.14 Internal Users and Internal Events will not be permitted to charge admission to any function or to collect monies from persons attending an event held on UNBSJ space for which no rental fee is being paid. In such cases, appropriate fees may apply.
- 2.15 All large groups associated with Internal Users or Internal Events may be subject to review by Security or Facilities to ensure adequate safety and use of UNBSJ space.

VI. External Events and Users

1. All External Users and Internal Users booking space for External Events will be charged applicable fees in accordance with UNBSJ's fee schedule and will be required to sign a rental agreement which will usually require proof of insurance. Costs for the following may be included:
 - 1.1 Room rental fee
 - 1.2 Fees related to provision of services related to facilities management (including room set up and take down, cleaning, repair, on-side coordination), security, parking, audio visual, and insurance
 - 1.3 Fees related to food and beverage service provision by the campus food service provider. All arrangements are to be made between the User and the campus food provider



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1.4 Parking fees

2. In addition to any determined fees, all Users will be responsible for the payment of any damages which occur to any booked space or any theft which the University attributes to the External User or External Event, at its sole discretion. Any such amount owing shall be determined at the University's sole discretion.
3. External Users and External Events will not be permitted to charge admission to any function or to collect monies from persons attending an event held on UNBSJ space for which no rental fee is being paid.
4. UNBSJ, at its sole discretion, may require that Security personnel be in attendance at any event at the sole cost and expense of the External User or External Event coordinator.
5. The use of UNBSJ space for profit-making or fundraising purposes or for which any monetary consideration of any nature is involved, shall take place in designated areas only following approval by the Office of the Vice President (Saint John). A formal letter from the sponsoring organization may be required.
6. External Users and External Events are required to have in place appropriate and adequate liability and insurance provision, or will be subject to the University's policies and applicable fees. The amount of such coverage will be determined by and be subject to the approval of UNB.
7. UNBSJ reserves the right to require proof of adequate insurance coverage with respect to personal and property damage arising out of the use of UNBSJ space and indicating UNB as co-insured.
8. UNBSJ bears no responsibility for loss or damage to property brought on to University space by an External User or as part of an External Event. Similarly, the University's insurance policies provide no coverage for such loss or damage which shall be the sole responsibility of the External User or External Event.
9. External Users and External Event coordinators shall ensure that advertising and promotion of all material related to the user of UNBSJ space for non-UNB events does not in any way state or imply that UNB is connected with or endorses the event. Should Users wish to use the name of UNB as part of the location address for the event, the advertising and promotional material must be authorized in writing by the Office of the Vice President (Saint John).



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10. Internal Users may not reserve a venue on behalf of an external group unless the Internal User has a significant role and/or responsibility for the event such as funding and/or planning which is directly related to the primary mandate.

VII. Resolving Competing Claims for Secondary Use of Space

1. In resolving competing claims for UNBSJ space for Secondary Uses, the Central Booking Office shall consider the following:

- 1.1 Availability of appropriate alternate space for the meeting/s, based on

- 1.1.1 size of meeting room in relationship to number of participants in each meeting;
 - 1.1.2 amenities and equipment in the room in relationship to needs of the meeting;
 - 1.1.3 accessibility / proximity of meeting room to individuals involved in the meeting.
 - 1.1.4 Availability of an alternative meeting time for participants in the meeting.

Failing any meaningful distinction in the above, the criterion establishing the meeting to be favored shall be:

- 1.1.5 Importance of the meeting to UNB

Failing any meaningful distinction in the above, the criterion establishing the meeting to be favored shall be

- 1.1.6 First booked and confirmed.

VIII. Commitment of UNBSJ Space in Research Proposals

All commitments for UNBSJ space in research or funding proposals, beyond that space already available to the individual faculty member through assignment from the faculty/department, shall be approved by the Office of the Vice-President Saint John. Note that in approving the commitment to provide such space, the Vice-President Saint John is not thereby transferring, reassigning or in any way altering the actual existing assignments of space.



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Any commitment to space in research or funding proposals which involves refurbishment of that space must include, with the submission to the Office of the Vice-President Saint John, an estimate of costs from UNBSJ's Department of Facilities Management. It is understood that all such work must be contracted and overseen by the Department of Facilities Management.

IX. Interpretation and Questions

The Office of the Vice-President Saint John is located in Room 110 of Oland Hall. Questions concerning this policy may be directed to vpsj@unb.ca.