



UNIVERSITY OF MANITOBA POLICY

Policy:	USE OF FACILITIES
Effective Date:	May 15, 1975
Revised Date:	May 24, 1995
Review Date:	
Approving Body:	Vice-President (Administration)
Authority:	
Responsible Executive Officer:	
Delegate: (If applicable)	
Contact:	Director of Ancillary Services
Application:	All Staff

Preamble

The primary purpose for the University facilities is the support of teaching and research programs which the University has authorized and for which it is responsible. Outside of meeting this obligation, there exist opportunities for making facilities available for other purposes.

Purpose of the Policy

The purpose of this policy is to set out the normal conditions for the short term use of the university facilities for events or activities other than teaching, research and administrative purposes. This policy does not cover long term leases of space.

Events or Activities Covered by This Policy

Events or activities covered by this policy are generally referred to as special functions. They frequently require the coordination of meeting rooms, residence accommodation, food service, parking, equipment and/or other support services at the University of Manitoba.

These events include but are not limited to conferences, meetings, seminars, cultural events, banquets, receptions, socials, weddings, concerts, festivals, promotions, displays and some athletic events.

Special functions do not include regularly scheduled academic courses, programs or meetings of a departmental or faculty nature held within the facilities of the department or faculty.

Space Covered by This Policy

Space covered by this policy includes classrooms, meeting rooms, lecture theatres, lounges, cafeterias, banquet rooms, auditoriums, seminar rooms; outdoor spaces in accordance with the "guidelines for using outdoor spaces"; and physical education facilities when booked as part of a conference or special event involving coordination of several services.

Spaces not covered by this policy include the physical education facilities such as squash courts, swimming pool, gymnasias, Max Bell track and hockey rink, the use of which is administered by the Faculty of Physical Education, unless as stated above.

Administration

The administration of this policy comes under the auspices of the Director of Ancillary Services with day-to-day matters delegated to the Special Functions Department.

User Categories

The categories of users of university facilities are as follows:

1. Category A -- Activities sponsored by a member or members of the university community, or union representing university employees, which are of an intellectual, cultural, and/or political nature contributing to and forming part of the concerns of the university, and for which there is no admission or registration fee charged to participants. **Category A users receive space free of charge.**

2. Category B -- Activities defined under Category A where admission or registration fees are paid by the participants. - or -

Activities sponsored by a non-profit organization or association whether or not there are admission or registration fees charged to the participants. - or -

Activities sponsored by current students, staff, faculty or alumni which are not related to the concerns of the university (e.g. wedding, social, anniversary).

Category B users receive space at preferred rates.

3. Category C -- Activities sponsored by any other organization, commercial venture, or outside group or individual which may or may not charge admission or

registration fees to the participants. Category C users pay full rates for space rental.

Limitations

Under no circumstances will the University premises be allocated to an individual, organization or business where the purpose of the use would be in direct competition with an existing academic or administrative program or business operation.

Use of university space for commercial activities is restricted to the University Centre Building.

Exceptions

This policy does not preclude a Dean or Director from using space under his/her own jurisdiction free of charge, when sponsoring a university related event for which admission or registration fees are charged.

Application Process

All categories of users must complete an application form, either for use of facilities, or for use of outdoor spaces, agreeing to the stated terms, conditions. The signature of the dean, director or designate responsible for the space is required on the submitted application form.

Applications must be approved by the Director of Ancillary Services, or designate. Outdoor concerts that may impact on the whole campus or the neighbouring community must be approved by the Vice-President (Administration) or his designate.

All applications must be forwarded to the Special Functions Department, Room 230 University Centre, which is responsible for processing billings and provision of support services.

Failure to complete an application and to obtain the necessary approvals may result in cancellation of the event.

Applications are available from any dean or director's office or the Special Functions Department.

Guidelines

Guidelines pursuant to this policy may be issued or amended from time to time with the approval of the Vice-President (Administration).

Rates

Rates are reviewed and set annually by the Vice-President (Administration), or his designate.

Rates are for space only and may or may not include a suitable set up. Any resetting requirements, equipment or other services may result in additional charges for all categories of users.

Rate schedules are available from the Special Functions Department.

TERMS AND CONDITIONS FOR USE OF FACILITIES

THE OFFICER or person in charge of the Group or Organization named on the face of this application agree as follows:

1. That there is no representation on the part of the University that the facilities named in the application are suitable for the intended use or as to their condition. The University has the right and sole discretion to change the rooms reserved by the Group under this agreement and to provide alternate university facilities, with 15 days written notice.
2. To adhere to all University regulations and policies such as the Clean Air policy, banner and signage policies and parking regulations.
3. That the serving of any food, beverage, or alcohol required in conjunction with the use of University facilities will be approved by and under the exclusive control of the University, through the Special Functions Department. With respect to the service and consumption of alcohol, the Group shall ensure compliance with the Liquor Control Act and with all regulations and requirements of the Liquor Control Commission.
4. To take reasonable precautions to maintain the security of University facilities and to comply with all applicable requirements respecting safety including precautions respecting fire hazards. The University shall have the right at any time to terminate the function and require the facilities to be immediately vacated if in the opinion of the University representative there is danger to security or public safety of the facilities.
5. To reimburse the cost of repairing damages to University property or facilities caused either directly or indirectly by a person permitted by the Group to participate in the use of the facilities referred to in the application.

Application Forms are available from the Special Functions Department.

GUIDELINES FOR USING OUTDOOR SPACES

Reservable Areas

The following areas have been approved for use as outdoor special event sites:

Location	Alcohol Permitted	Barbecue	Bonfire
"Castle" area on north side of Campus	yes	yes	yes
South side barbecue area by Pembina Hall	no	yes	yes
University Centre Patio	yes	yes	no
Green space between Robson Hall & University College	yes	yes	no

Noise restrictions are generally in effect during the day for areas adjacent to buildings. Specific information can be obtained through Special Functions.

Other spaces may be approved from time to time under special circumstances.

All spaces are reserved through the Special Functions Department by completing an Application for use of Outdoor Spaces form and agreeing to the stated terms and conditions.

Application Process

Applications for use of Outdoor Spaces are available from the Special Functions Department, Room 230 University Centre. A representative of Special Functions must sign the application to initiate the process.

An application must be returned to the Department at least 5 business days (1 week) prior to the event.

Where alcohol or bonfires are involved, a copy of the Occasional Permit or Fire Permit must be filed with the Special Functions Department at least 3 business days prior to the event.

An application is not complete until all required signatures, and relevant copies of permits are obtained and filed with the Special Functions Department. Failure to obtain the necessary approvals will result in cancellation of the application.

Maximum Number of Events

No more than 2 events with alcohol and 2 bonfires will be approved in total on any given day. There is no maximum for events without alcohol or for barbecues. Approved events are on a first come, first served basis. An event is deemed to be reserved at the time the application is initiated, or handed out to an organizer.

Required Approvals

All applications require certain approvals. These are normally the Special Functions Department, Physical Plant and Campus Police. Barbecues and bonfires require approval from the Safety Office, and bonfires also require a fire permit issued by the City of Winnipeg Fire Department. Events with food require the approval of the Catering Office. Events with alcohol require an occasional permit issued by the Manitoba Liquor Control Commission.

Furniture, Equipment and Setting Up

All outdoor areas are reserved "as is". All outdoor areas are regularly maintained by Physical Plant and will not be specifically groomed for an event. Certain conditions must be in place for certain events.

Events with alcohol have specific set up requirements, such as snow fencing to delineate the space. Further information is available from the Special Functions Department.

Physical Plant will deliver and pick up the snow fencing from the site on the day of the event. Setting up/taking down is the responsibility of the organizer. Labour to set up and take down may be provided by Physical Plant at an additional cost. Cancellation of an event must reach Physical Plant by 7:30 a.m. on the day of the event in order not to be charged for delivery/pick up of goods. Phone 474-6285.

Outdoor furniture, barbecuing equipment, special lighting, etc. is not available on campus and must be rented. Information on rentals is available through the Special Functions Department. Firewood is not available and must be purchased.

Garbage containment, removal and site clean up is the responsibility of the organizer.

Under no circumstances are motor vehicles of any kind permitted to drive or park on grassed areas.

If the area is damaged, left unclean or the garbage is not removed, the areas will be restored to an acceptable condition and the organizer will be charged for all costs involved.

Food

All food must be arranged through the Special Functions Department, Catering office. A wide selection of bulk food items, condiments and disposable serving products are available.

Rates, Costs and Deposits

Organizers are responsible for all direct costs related to the use of the space. A deposit to cover estimated costs will be required prior to the event. Upon return of the application to the Special Functions Department, the organizer will be advised of the amount and deadline for payment.

Terms and Conditions

The guidelines for use of outdoor spaces are subject to the provisions of the Policy on Use of Facilities. Specific terms and conditions of the University regarding the use of space are listed on the back of the application form.

REQUIREMENTS FOR OUTDOOR EVENTS WITH ALCOHOL

All use of outdoor space is subject to the "Guidelines for Use of Outdoor Spaces" and its application process. In addition, the following conditions apply to an outdoor area when alcohol will be served.

1. The Special Functions Department must approve all events with alcohol held outdoors on Campus. When requirements are met, a letter is sent to the M.L.C.C. authorizing the use of space under an Occasional Permit.
2. The Organization must apply for and obtain an Occasional Permit from the M.L.C.C. at least seven (7) days prior to the date of the function. This may be done at either the head office of the M.L.C.C. at 1555 Buffalo Place, or at one of the liquor stores. The closest store is at 2585 Pembina Highway.
3. The Occasional Permit must be posted at the site at all times.
4. The site must be enclosed with a suitable separation (i.e. snow fencing) a minimum of four (4) feet in height. Snow fencing is arranged through the General Services Office, P.P.E.M. (Physical Plant) at 89 Freedman Crescent, as noted on the Application for Use of Outdoor Space. P.P.E.M. will deliver and pick up the fencing. For an additional fee, they will provide set up/take down labour. NOTE: Stakes are not to be driven into the ground of the patio at University Centre. Fencing must be secured above ground, or an alternative barrier set in place. Further information is available from the Special Functions Department.

5. The maximum capacity for an outdoor space is 300 persons, unless otherwise authorized by the Commission.
6. On the basis of twelve (12) square feet per person, sufficient space, tables and chairs or benches are to be provided. Entrance and exits to be controlled by recognizable security attendants.
7. Furniture and equipment for this purpose is not available on campus and must be rented. Information on renting is available through the Special Functions Department.
8. Appropriate food is to be available and must be coordinated through the U of M Food Service Catering Office in Special Functions.
9. Provision must be made for cooling beer.
10. Only single service plastic containers are to be used for serving beer, liquor and wine. Containers for beer must have a minimum and maximum capacity of sixteen (16) ounces. No bottles are to leave the service counter. Containers are not required for canned beer.
11. Sufficient washrooms must be available for use within a reasonable distance of outdoor location.
12. A sufficient number of refuse containers are to be located throughout the Occasional Permit area, which are to be emptied and refuse removed from the site at regular intervals.
13. Organizers are responsible for the removal of all garbage and cleanup of the site. Any damage to University property will be assessed by P.P.E.M. and charged to the Organizer.
14. The Organizer must at all times abide by the Campus Alcohol Policy and its service guidelines.

TERMS AND CONDITIONS FOR USE OF OUTDOOR SPACES

THE OFFICER or person in charge of the Group or Organization named on the face of this application agrees as follows:

1. That there is no representation on the part of the University that the facilities named in the application are in suitable condition for the intended use. The University has the right and sole discretion to change the spaces reserved by the Group under this agreement and to provide alternate university facilities, with 15 days written notice.

2. To adhere to all University regulations and policies such as the Campus Alcohol Policy, banner and signage policies and parking regulations.
3. That the serving of any food, beverage, or alcohol will be under the exclusive control and approval of the University, through the Special Functions Department. With respect to the service and consumption of alcohol, the Group shall ensure compliance with the Campus Alcohol Policy, the Liquor Control Act of Manitoba and with all regulations and requirements of the Manitoba Liquor Control Commission.
4. To take reasonable precautions to maintain the security of University facilities and to comply with all applicable requirements respecting safety including precautions respecting fire hazards. The University shall have the right at any time to terminate the function and require the facilities to be immediately vacated if in the opinion of the University representative there is danger to security or public safety.
5. To reimburse the cost of repairing damages to University property or facilities caused either directly or indirectly by a person permitted by the Group to participate in the use of the facilities referred to in the application.

Application Forms are available from the Special Functions Department.