UNIVERSITY OF MANITOBA
POLICY

Policy:	**USE OF UNIVERSITY PREMISES**
Effective Date:	May 15, 1975
Revised Date:	April 17, 2025
Review Date:	April 17, 2035
Approving Body:	Vice-President (Administration)
Authority:	*The University of Manitoba Act*, CCSM c U60
Responsible Executive Officer:	Vice-President (Administration)
Delegate: (If applicable)	
Contact:	Director, Office of the Vice-President (Administration)
Application:	All Users (as defined below)

Part I
Reason for Policy

1.1 The University has the right and responsibility to control and manage the use of Premises in order to:

(a) Ensure a safe and secure environment; and

(b) Protect and maintain the University's physical assets;

1.2 The purpose of this Policy is to establish terms and conditions for the short-term use of Premises (as defined below) for Non-Academic Purposes.

Part II
Policy Content

Definitions

2.1 The following terms have the following defined meanings for the purpose of this Policy:

(a) “Application” means a written request for use of Premises in the form prescribed by the Space Administrator;

(b) “Approved Fires” means fires that are held at designated sites on the Premises for purposes related to First Nations, Métis and Inuit practices. This includes, but is not limited to, ceremonial fires, sacred fires, teaching fires, and co-curricular events that have been sanctioned by the University’s Vice-President (Indigenous) or their designate;

(c) “Blocking” means physically preventing, impeding, restricting or in any way physically interfering with access;

(d) “Camping” means the establishment of, or attempt to establish, temporary or permanent living quarters at any location on the Premises other than residence halls, apartments, or other University approved housing, including but not limited to placing, installing, or erecting a temporary structure such as a tent and leaving it in place. For greater clarity, Camping does not include First Nations, Métis and Inuit land-based experiences that have been sanctioned by the University’s Vice-President (Indigenous) or their delegate;

(e) “Event” means the type of event described in the Application or other activities or gatherings that involve the temporary use of Premises;

(f) “Non-Academic Purpose” means a purpose other than established student, faculty, and staff activities that are part of the course of regular University operations, including classroom activities, research activities, and other activities necessary to and a regular part of the operation of the University.

(g) “Premises” means indoor and outdoor space and facilities on the University campuses, including but not limited to lobbies, hallways, classrooms, tunnels, meeting rooms, lecture theatres, lounges, eating areas, banquet rooms, auditoriums, atriums, seminar rooms, and outdoor spaces.

(h) “Prohibited Conduct” means:

    (i) Conduct prohibited by law;

    (ii) Conduct that is contrary to any University policy or procedure, including but not limited to the Campus Alcohol Policy, Respectful Work and Learning Environment Policy, Sexual Violence Policy, Violent or Threatening Behaviour Policy, and Parking Regulations (collectively the “Policies and Procedures”)

    (iii) Camping;

(iv) Conduct that would jeopardize the safety or security of any member of the University community, or would make a reasonable person fear for their safety or security;

(v) Open fires (excluding Approved Fires);

(vi) Use of cooking and heating equipment that has not been approved by the Space Administrator;

(vii) Any conduct that otherwise impedes the ability of the University to effectively manage and control its own Premises;

(viii) Blocking ingress or egress to University Premises; or

(ix) as otherwise outlined in the Procedures pursuant to this Policy

(i) "Space Administrator" means the individual or individuals in a unit or faculty that have primary responsibility for booking those Premises;

(j) "Terms and Conditions" means the terms and conditions that Users must agree to in writing prior to using the Premises;

(k) "University" means The University of Manitoba;

(l) "User" or "Users" means all persons, groups, or organizations using the Premises for an Event and includes, faculty, staff, students, and any other person that attends on the Premises;

Application and Scope

2.2 This Policy applies to the booking and use of Premises for Non-Academic Purposes by Users.

2.3 All Users are responsible for complying with all provisions of this Policy and any associated Procedures.

2.4 No person will engage in the following actions while on or using the Premises:

(a) Prohibited Conduct;

(b) Events that are in direct competition with an existing academic or administrative program or business operation; or

(c) Events that interfere with the educational, research, or other activities of the University.

Administration

2.5 The administration of this Policy comes under the auspices of the Vice-President (Administration) with day-to-day matters delegated to the Space Administrator.

Guidelines and Procedures

2.6 Guidelines and/or Procedures pursuant to this Policy may be issued or amended from time to time with the approval of the Vice-President (Administration).

Part III
Accountability

3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Administration) that a formal review of this Policy is required.

3.2 The Vice-President (Administration), or their delegate, is responsible for the implementation, administration, and review of this Policy.

Part IV
Authority to Approve Procedures

4.1 The Vice-President (Administration) may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Part V
Review

5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is April 17, 2035.

5.2 In the interim, this Policy may be revised or repealed if:

(a) the Vice-President (Administration) or the Approving Body deems it necessary or desirable to do so;

(b) the Policy is no longer legislatively or statutorily compliant; and/or

(c) the Policy is now in conflict with another Governing Document.

5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:

(a) comply with the revised Policy; or

(b) are in turn repealed.

Part VI
Effect on Previous Statements

6.1 This Policy supersedes all of the following:

(a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and

(b) all previous Administration Governing Documents on the subject matter contained herein.

Part VII
Cross References

7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

(a) Campus Alcohol Policy;

(b) Respectful Work and Learning Environment Policy;

(c) Sexual Violence Policy;

(d) Disclosures and Complaints Procedures;

(e) Parking Regulations;

(f) Student Discipline Bylaw, including the Student Non-Academic Misconduct and Concerning Behaviour Procedure;

(g) Commercial Advertising Policy;

(h) Instructional Space Scheduling Policy; and

(i) Instructional Space Scheduling Procedure.