UNIVERSITY OF MANITOBA
PROCEDURE

Procedure:	**Use of University Premises Procedure**
Parent Policy:	USE OF UNIVERSITY PREMISES
Effective Date:	April 17, 2025
Revised Date:	
Review Date:	April 17, 2035
Approving Body:	Vice-President (Administration)
Authority:	Use of University Premises
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 Procedure

1.1 The purpose of these Procedures is to clarify the roles, obligations, and responsibilities of the parties involved in booking and using Premises. In addition, the Procedures will provide the Space Administrator (as defined below) with parameters for when to approve or deny a booking.

Part II
Procedural Content

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;

Responsibilities of the User

2.2 The User shall provide complete and accurate information in the Application. The Premises may only be used for the purpose outlined in the Application. Misrepresentation of any information provided by the User may result in the immediate cancelation of the booking and/or Event in progress.

2.3 Users must:

(a) abide by the University's Terms and Conditions for use of the Premises; ;

(b) comply with reasonable requests of the University with respect to the Event, including but not limited to the University's directions regarding the time and location of the Event;

(c) if requested by the University, meet with University Security Services and Student Affairs staff prior to the Event and/or have security present for the duration of the Event;

(d) comply with all applicable University Policies and Procedures.

2.4 Any behaviour by the User (including its participants) that places others at risk of any bodily injury, or violates the Policy, these Procedures, or the Terms and Conditions could result in immediate termination of the participant's right to use the Premises or to attend the Event. This also may lead to denial of subsequent requests to book Premises.

2.5 The User shall take reasonable precautions to ensure the safety and security of all persons who may enter the Premises or be otherwise affected by the Event.

2.6 The User acknowledges that the University shall have the right at any time to terminate the Event or activity and require the Premises to be immediately vacated if in the opinion of the University representative there is:

(a) a danger to security or public safety; or

(b) Prohibited Conduct.

Application Process and Use of Premises

2.7 Unless otherwise noted, all categories of Users must:

(a) complete an Application;

(b) agree to the Terms and Conditions for use of the Premises.

(c) comply with all applicable University policies, procedures, and guidelines; and

(d) comply with reasonable rules or requests of the University.

2.8 Applications must be approved by the Space Administrator. Any use of Premises that may impact the entire campus, including but not limited to outdoor Events with amplification must be approved by the Vice-President (Administration) or their designate.

2.9 Failure to complete the Application, agree to the Terms and Conditions, and obtain the necessary approvals may result in cancellation of the Event.

2.10 Applications are available by contacting the Space Administrator.

Event Guidelines

2.11 The University, through the Space Administrator, will:

(a) Review User's Application;

(b) Determine the rate for use of Premises;

(c) Outline any special requirements for the Event, which may include limits on amplification or warning placards about disturbing imagery or meet with campus security and/or Student Affairs staff prior to the Event, or requiring security be present during the Event. In such cases, the University may require the User to pay any costs associated with security for the Event.

2.12 The University, in its sole discretion, may refuse to book certain Premises, cancel an existing booking, or terminate an Event in progress, whether the Event was booked according to these Procedures or not. Some examples of when the University may cancel, refuse, or terminate an Event (even if the Event is in progress) include, but are not limited to, the following:

(a) the Event involves Prohibited Conduct;

(b) if the User did not complete an Application and/or agree to the Terms and Conditions;

(c) If the Event will substantially interfere with the University's ability to manage and control its own Premises;

(d) the Event interferes with the educational, research, or other activities of the University;

(e) the Event may affect the University's ability to maintain a safe and secure campus environment;

(f) The Application by the User or Group of Users is in excess of a reasonable number of Applications made by that User in an academic year; or

(g) Applications from Users that have previously:

(i) breached applicable law, the University's requirements for booking Premises, or the University's Policies and Procedures; or

(ii) had an event cancelled or terminated by the University.

2.13 Please note that the above list is not exhaustive and there may be additional situations when a booking or Event is refused, cancelled, or terminated.

Rates

2.14 Rates are determined by the Space Administrator.

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

2.16 Rate schedules are available from the Space Administrator and may vary depending on the category of User.

2.17 There are several categories of Users. Booking rates and insurance requirements may vary depending on the nature of the Event and the category of User. Booking rates are set by the Space Administrators.

Part III
Accountability

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

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

3.3 All Users are responsible for complying with this Procedure.

Part IV
Review

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

4.2 In the interim, this Procedure may be revised or repealed if:

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

(b) the Procedure is no longer legislatively or statutorily compliant;

(c) the Procedure is now in conflict with another Governing Document; and/or

(d) the Parent Policy is revised or repealed.

Part V
Effect on Previous Statements

5.1 This Procedure 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 VI
Cross References

6.1 This Procedure 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.