



DIVISION OF STUDENT AFFAIRS POLICY

**BOOKING OF OUTDOOR
SPACE BY STUDENT
GROUPS**

Approving authority: Associate Vice-President, Student Affairs
Effective date: July, 2014
Last editorial change:
Date of next review: September, 2015

APPENDIX

[Division of Student Affairs - Student Groups Outdoor Space Booking - Online Application Form](#)

PURPOSE

- 1.0 Freedom of speech is a core component of intellectual inquiry and is a fundamental value of the university. Accordingly, this policy must not be interpreted or applied to restrict, open public discourse and freedom of expression except when a restriction is reasonably necessary to ensure that such open public discourse and freedom of expression occurs within the requirements of this policy. In this regard, the university recognizes and supports the importance of providing opportunities for student groups to express and advocate for their ideas and beliefs on the university's property subject only to such limits as are reasonably necessary to maintain the university's normal operations, to preserve the safety and security of all members of and visitors to the university community, and to maintain the integrity of the University's property. Sources for such limits include the university's policies, applicable municipal bylaws, and the laws of general application of British Columbia and Canada.

The purpose of this policy is to:

- (a) establish consistent practices for the booking of outdoor space by Student Groups at the university;
- (b) maintain the safety of the university community and protect university property;
- (c) help ensure the university's normal operations are not disrupted by outdoor events; and
- (d) ensure that approved outdoor events are conducted in a responsible manner.

DEFINITIONS

For the purposes of this policy:

- 2.00 **Amplification** includes, but is not limited to:
- (a) professional or novice sound equipment;
 - (b) stereos, bullhorns, megaphones and speaker systems; and
 - (c) any instrument connected to an amplifier.
- 3.00 **Student** means a student registered or enrolled in any credit course or program at the university.
- 4.00 **Student Group** means an organization of Students which has a demonstrable connection to the university community. For purposes of this policy, a single Student may constitute a Student Group. Whether an applicant under this policy is a Student Group will be assessed on a case-by-case basis but each of the following organizations will be presumed to be a Student Group:
- (a) Sports and Recreation Clubs registered with the Athletics and Recreation department;
 - (b) clubs, course unions, advocacy groups, associations or Professional Development Unions recognized by the University of Victoria Students' Society or Graduate Students' Society; and
 - (c) university paraprofessional student/staff and university-sanctioned student volunteer programs and service groups.
- 5.00 **Unit** means academic or administrative areas at the university, including but not limited to: faculties, divisions, departments, libraries, schools, offices and centres.

SCOPE/JURISDICTION

- 6.00 This policy applies to the booking of outdoor space on the university's campus by Student Groups.
- 6.01 This policy does not apply to the booking of outdoor space by university Units, faculty, or staff members, or other groups external to the university who ask to book outdoor space on the university's campus.

BOOKING LOCATIONS

- 7.00 Student Groups may submit applications to book outdoor space at the university Petch Fountain and the Central Quad green space which are the designated spaces for most outdoor space bookings.
- 7.01 Student Group requests to book other outdoor spaces on campus will be considered on a case-by-case basis in accordance with this and other applicable policies.

POLICY

- 8.00 The booking and use of outdoor space on campus must conform with applicable federal and provincial legislation, applicable municipal bylaws, and applicable university policies and procedures.
- 9.00 Outdoor space bookings by Student Groups must be prearranged and approved in advance to help ensure:
- (a) the general safety of the university community;
 - (b) that the university's normal operations are not disrupted;
 - (c) the protection of the university's property and equipment;
 - (d) that appropriate consultation occurs with other Units and university community members; and
 - (e) effective management of multiple booking requests from Student Groups in order to minimize scheduling conflicts.

BOOKING CONDITIONS

- 10.00 The following general conditions apply to the booking and use of outdoor space on campus by Student Groups:
- (a) Outdoor space bookings by Student Groups should be related to the Student Groups' purpose and/or constitution.
 - (b) Outdoor space will not be available for bookings on certain dates due to university- sanctioned events, during exam periods, during convocations, and when the university is closed.
 - (c) The university may limit the frequency and length of bookings available to each Student Group.
 - (d) All food served must be prepared and delivered by University Food Services unless an exception has been applied for in advance and approved by the Office of the Associate Vice-President Student Affairs.
 - (e) Signs, tickets, brochures, social media or other forms of messaging related to the outdoor space booking must not advertise liquor, liquor consumption, pubs, bars, or lounges.
 - (f) Signage, advertising or promotional materials related to the outdoor space booking shall be in accordance with applicable university policies including but not limited to the university:
 - Liquor policy (AD2400)
 - Discrimination and Harassment policy (GV0205);
 - Building Usage Policy - including Poster Regulations (BP3105); and

- Strategic Alliances policy (FM5110).
- (g) Organizers of approved outdoor bookings must leave the space booked in a clean manner with no damage to the area in which the event took place. Organizers of approved bookings are responsible for the removal of all recycling, garbage and equipment upon completion of the booking.
 - (h) All outdoor space bookings covered by this policy must be held between the hours of 6:00 a.m. and 6:00 pm, unless specific approval is obtained in advance from the Office of the Associate Vice-President Student Affairs.
 - (i) Outdoor space bookings are subject to sound restrictions that will be evaluated during the approval process. Amplification is normally only approved for major university sanctioned events.
 - (j) In the event of unforeseen circumstances, the university may cancel a booking without notice.
 - (k) A usage of outdoor space which contravenes this or other policies will be stopped.
 - (l) The Student Group is responsible for arranging all additional university services (e.g., electricity, water, janitorial) required for the outdoor space booking, and for arranging all related logistics and paying all applicable fees.
 - (m) Only furniture designated for outdoor space use by the university may be used during outdoor space bookings.
 - (n) Commercial vendors or materials advertising commercial services or businesses are not permitted unless authorized by the university's Corporate Relations department or another appropriate authority within the university.
 - (o) The Student Group will designate an individual as a primary contact for the booking. He/she must provide contact information as part of the booking request and be in attendance for the duration of the booking.

SUBMISSION, EVALUATION, AND APPROVAL OF AN APPLICATION

- 11.00 Outdoor space booking requests from Student Groups must be submitted on the [Application Form](#) to the Office of the Associate Vice-President Student Affairs for evaluation and approval a minimum of ten (10) university business days before the event.
- 12.00 A student who wants to book outdoor space for the purposes of undertaking a course-related project should apply under this policy. A signed letter from the student's instructor or supervising faculty member explaining and endorsing the use of outdoor space proposed by the student must be submitted as part of the application.

- 13.00 The Office of the Associate Vice-President Student Affairs will consult, as required, with other Units prior to approving the booking of an outdoor space that may:
- (a) require a risk assessment;
 - (b) require additional insurance;
 - (c) require the attendance of Campus Security;
 - (d) require additional university resources; or
 - (e) substantially impact the operations of another university unit, facility, or space.
- 13.01 Depending on the nature of a booking, outdoor space bookings by a Student Group may be subject to written endorsement from other university offices prior to approval.
- 13.02 An assessment of required endorsements will be conducted by the Office of the Associate Vice-President Student Affairs as part of the initial review of a Student Group outdoor space booking request.
- 14.00 Depending on the nature of the booking and any apparent risks or safety concerns the university may:
- (a) impose additional conditions or restrictions related to the booking beyond those set out in this policy;
 - (b) require proof of a general liability insurance policy acceptable to the university prior to the approval of an outdoor event;
 - (c) require the Student Group to sign a university waiver for using the outdoor space waiving the university's responsibility for any injury caused by or during the event.
- 15.00 A Student Group's application to book outdoor space may be refused or the approval of a Student Group's application to book outdoor space may be withdrawn or revised at any time by the Office of the Associate Vice-President Student Affairs because, as the case may be, the booking does not or has ceased to conform with the requirements of this policy. Uses giving rise to either the potential refusal of an application or the withdrawal or revision of the approval of an application include but are not limited to a use which will or is likely to:
- (a) adversely affect the university's normal operations;
 - (b) adversely affect the safety of a member of or visitor to the university community;
 - (c) adversely affect the security of the university's property;
 - (d) breach a university policy;
 - (e) breach an applicable municipal bylaw; or
 - (f) breach a law of general application of British Columbia or Canada.
- 16.00 Student Groups whose applications to use outdoor space have been approved must use the space only for the approved purposes and at the approved times.

17.00 Booked outdoor space may only be used by the Student Group approved to use the space. The approval cannot be transferred without written approval in advance from the Office of the Associate Vice-President Student Affairs.

18.00 Approval of an application to use outdoor space does not imply the university's endorsement of the policies, views, beliefs, or activities of the Student Group that has booked the space.

19.00 Student Groups applying under section 11.00 and students applying under section 12.00 who violate this or any other applicable university policy are subject, on a case-by-case basis, to both loss of booking privileges and other sanctions.
