

 <b>BRANDON UNIVERSITY</b>	<b>Space Allocation on Campus for Non-University Groups</b>	<b>Approved by:</b> President's Administrative Council  <b>Administered by:</b> Vice-President (Administration & Finance)
<b>Administrative Policy</b>	<b>First Approved:</b> January 21, 1998	<b>Updated:</b> September 12, 2018

### 1.0 Scope

This policy applies to all non-university groups.

### 2.0 Policy

The Campus Master Plan welcomes and encourages the University and the broader communities to engage with Brandon University through the use of on-campus space for activities and displays that meet the criteria of Brandon University ("the University") and the Brandon University Students' Union (BUSU). The responsibility to allocate the use of rooms within buildings on campus normally falls with the administrator responsible for that building.

### 3.0 Definitions

Not applicable

### 4.0 Accountability

The Vice-President (Administration & Finance) is responsible for the communication, administration and interpretation of this policy.

### 5.0 Review

Formal review of this policy will be conducted every three (3) years with the next scheduled review date September 2021. In the interim, this policy may be revised or rescinded if the President deems necessary or if there are changes within legislation which require such.

### 6.0 Previous Policies

Allocation of Space on Campus for Non-University Groups (January 1998)

### 7.0 References

#### 7.1 Sources

- Brandon University, Campus Master Plan <https://www.brandonu.ca/campusplan/>

#### 7.2 Related documents

- Board of Governors Policies <https://www.brandonu.ca/governors/board-policies/>

- o Protocol for the Use of He Oyate Tawapi
- o Gymnasium Building Use Policy and Guidelines

- Administrative Policies <https://www.brandonu.ca/vp-finance/policies/>
    - o Space Allocation on Campus
    - o Canvassing and Soliciting
  - Ancillary Services, Conferences and Events  
<https://www.brandonu.ca/food-services/special-functions/conferences/>
  - Physical Plant, Room Booking On Campus  
<https://www.brandonu.ca/physical-plant/services/>
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## Procedures

1. The responsibility to allocate the use of rooms within buildings on campus falls with the administrator responsible for that building.
  2. The decision to charge and applicable rates, if any, rests with the building administrator with the guidance of the Ancillary Services Manager, as requested.
    - As a general rule, non-profit community groups and university groups will to be given access at no charge.
    - Commercial groups and cost recovery events will be charged a reasonable rental rate which is reflective of the local market. Proceeds normally remain with the home administrative unit.
  3. The responsibility for the security and maintenance of the room and adjacent spaces, as well as the security of the occupants of the room and those of adjacent areas, rests with the building administrator. All security and maintenance requirements should be coordinated through the Department of Physical Plant at (204) 727-9620.
  4. Large events which may affect several buildings or units should be coordinated through the Office of the Vice-President (Administration & Finance) and will normally be run by Ancillary Services, Conferences and Events.
  5. Inquiries for the Knowles-Douglas Student Union Centre may be directed to the Brandon University Student Union at [officeassistant@busu.ca](mailto:officeassistant@busu.ca) or (204) 727-9660.
  6. All other inquiries may be directed to the Office of the Vice-President (Administration & Finance) at [admin.finance@brandonu.ca](mailto:admin.finance@brandonu.ca) or (204) 727-9723.
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All Administrative Policies and Procedures are available in PDF format at <https://www.brandonu.ca/vp-finance/policies/> Alternate formats are available upon request by contacting the Office of the Vice-President (Administration & Finance).