



Policy Name:	Space Booking and Rental Policy		
Category:	Facilities	Policy #	FAC-1

Preamble

The University of Saskatchewan Students' Union has a variety of spaces under direct jurisdiction and the ability to assist Campus Constituencies and Groups finding meeting space on campus. In most cases, first preference will be given to representatives of undergraduate students. Graduate students, faculty, staff, and those from outside the university will be accommodated as space allows.

Spaces under USSU authority include: Campus Club space, tables in the Arts Tunnel, the North Concourse, Louis', and Louis' Loft. The Roy Romanow Student Council Chamber is also available for specific rentals.

Effective September 2021, the USSU will work directly with Space Booking to provide space for USSU ratified campus constituency groups and clubs, subject to all university policies.

1. General Policy Regulations

The following regulations and procedures apply to all University of Saskatchewan Students' Union space.

- 1.1. Groups and individuals must comply with all fire and building regulations.
- 1.2. Groups and individuals must not obstruct hallways, doorways, or any pedestrian walkways.
- 1.3. Groups and individuals may not aggressively solicit or approach students. This is deemed as harassment.
- 1.4. Groups and individuals may not erect any signage materials to promote events in Place Riel, the Memorial Union Building, or the Tunnel without the permission of the Facilities Manager.
- 1.5. Groups and individuals must conform to all requirements specified by the law and are responsible for the purchase of any licenses required by the law. The Students' Union will not accept responsibility for any legal action taken against a group or individual.

- 1.6. Groups and individuals may only use and operate within the space to which they are assigned.
- 1.7. The Students' Union does not provide auxiliary equipment or supplies for groups and individuals. This includes extension cords, storage facilities, at the discretion of the Facilities Manager.
- 1.8. The Students' Union reserves the right to refuse or cancel any booking at any time.
- 1.9. The Students' Union reserves the right to amend, add, or delete any of the terms, conditions and policies relating to the use of its facilities.

2. General Procedures

- 2.1. Students' Union space may be used for three purposes:
 - Information: A group or individual may provide information on themselves to raise awareness of their mandate and activities as well as to recruit members.
 - Retail: A group or individual may sell merchandise in order to raise funds. Retail sales are limited by the exclusivity and restrictions as identified in this policy.
 - Events: A group or individual may host an event, social or otherwise. Any event at which liquor is served must adhere to the terms and conditions outlined in Section 3.
- 2.2. Unless the rental fee is being billed to an existing account, renters must pay their rental fee on or before the first morning of the booking, before any equipment, advertising, or retail is set up. Failure to pay rental fees promptly may result in the space being rented to another vendor and may seriously impair the approval of space rental for the group in the future.
- 2.3. Any complaints regarding the conduct of a group or individual using Student Union space will be investigated. A breach of any of the terms, conditions, and policies on the use of the space may result in the immediate cancellation of the rental agreement and the expulsion of the group or individual from Student Union space, without refund, and an inability to book space in the future.
- 2.4. Prior approval for retail sales and related activity is required.

3. Liquor Functions in Louis' and Louis' Loft

- 3.1. Liquor functions in Louis' and Louis' Loft must be booked with the Food & Beverage Manager.

- 3.2. Louis' must provide the staff and alcohol for all liquor functions.
- 3.3. All liquor functions must be confirmed five (5) days in advance.
- 3.4. Food must be available at all liquor functions.

4. Campus Club Space Description

The Campus Club Space on the second floor of Place Riel is available for booking and use by ratified campus groups at no fee.

5. Campus Club Space Regulations and Procedures

- 5.1. The space is available to ratified campus groups and members thereof.
- 5.2. Booking for private meetings is subject to availability. In the case of a conflict between two groups, the group that used the space the least in the previous year will be given priority.
- 5.3. Groups are only allowed to book once per week.
- 5.4. The space may be booked for a maximum of four (4) hours per week per student group. USSU staff will open the room as necessary.
- 5.5. The space has nine (9) lockable drawers available for use by ratified campus groups. The drawers may be booked from September 1 to April 30 with a \$50.00 refundable deposit. If the key to access the drawer is lost or broken, there will be a replacement charge.
- 5.6. The space has a telephone that is available for use by ratified campus groups and members thereof for local outgoing phone calls.
- 5.7. Students are asked not to drag or move furniture around since this causes significant damage to the floor. Groups will be asked to pay for any damages.
- 5.8. The space is available by booking through email: clubspace@ussu.ca

6. Roy Romanow Student Council Chamber Description

The Roy Romanow Student Council Chamber in Upper Place Riel is available for booking and use for a fee.

7. Roy Romanow Student Council Chamber Regulations and Procedures

- 7.1. The chamber has a capacity of forty (40) people, which may not be exceeded.
- 7.2. The chamber is permanently booked for University Student Council on Thursdays from 5:30 to 10:00pm and therefore may not be booked during this time.
- 7.3. The chamber is available for catered events if either Louis' or a Lower Place Riel tenant is providing the service.
- 7.4. This space is primarily used for USSU meetings and is not available for booking by campus groups.
- 7.5. This space may be booked by emailing contactus@ussu.ca

8. North Concourse Description

The North Concourse in Upper Place Riel is available for booking and use by ratified campus groups at no fee and other groups for a fee.

9. North Concourse Regulations and Procedures

- 9.1. Groups are responsible for their own furniture/equipment set-up and takedown. The USSU will set up and takedown tables. This must be pre-approved and scheduled by the Facilities Manager. All set up configurations must be pre-approved by the Facilities Manager before the event.
- 9.2. Equipment set-up is only permitted in the designated areas defined by the USSU.
- 9.3. Loud noise is not permitted. This area is for quiet rentals only as determined by the USSU.
- 9.4. Catering is provided exclusively through the USSU food and beverage catering menu or from the Lower Place Riel food court tenants. Necessary arrangements must be made through the Administrative Secretary before the space is booked.
- 9.5. This space may be booked by emailing facilities@ussu.ca

10. Tables in the Arts Tunnel Description

The tables in the Tunnel are available for booking and use by ratified campus groups at no fee and other groups for a fee.

11. Tables in the Arts Tunnel Regulations and Procedures

- 11.1. One table and two chairs are provided per booking. Some tables have easy access to electrical outlets. If an extension cord is needed, groups must provide their own.
- 11.2. If music or sound effects are to be used at a table space, they must be kept to a minimal volume.
- 11.3. No group is permitted to book on behalf of any third party.
- 11.4. On-Campus Groups (affiliated or otherwise) are not permitted to book table space for use by a third party. Advertising for an event must promote the event itself and not focus on the facility in which the event is to be held. If such is not the case, the On-Campus Group will be charged the appropriate rate. USSU sponsored events may book table space for a third party if, and only if, the party is promoting part of a USSU campaign.
- 11.5. Display spaces are rented for the entire day and hours of operation are the renter's decision, so long as this falls within Place Riel Building hours.
- 11.6. Groups may only operate behind, or within 3 feet of, the assigned table.
- 11.7. The USSU will allow businesses, including competitors to USSU operations, to passively advertise and promote their products in our buildings. However, the active sale of competing products and services will not be permitted.
- 11.8. Appropriate decorum must be observed at all times. Offensive materials, loud music, harassment of passers-by, and other inappropriate behavior will not be tolerated and will result in loss of space and/or booking privileges. Respect for divergent points of view is expected at all times.
- 11.9. The USSU reserves the right to decide any point not covered in the above rules and further reserves the right to refuse any booking.
- 11.10. Tables may be booked by emailing tables@ussu.ca

12. Tabling Package

A tabling package consisting of a table and two chairs is available for booking and use by ratified campus groups, the centres, and the executive at no fee.

13. Tabling Package Regulations and Procedures

- 13.1. The package is available for booking by ratified campus groups, the Centres, and the Executive, in that order of precedence.
- 13.2. Ratified campus groups must make a \$20.00 deposit, which will be refunded if the package is returned without damage. If the package is not returned within forty- eight (48) hours, then the group will be billed for the cost of replacement, subject to approval by the Vice-President Operations & Finance.
- 13.3. The package must be returned to the Main Office by 4:30pm on the date of booking.
- 13.4. The package is available for use in space under the jurisdiction of the University of Saskatchewan and the USSU subject to the rules, regulations, and requirements of Facilities Management Division and Space Booking, and the USSU. If space is booked outside of Place Riel, confirmation of booking from Space Booking must be provided.
- 13.5. Tabling packages may be booked by emailing tables@ussu.ca

14. University Space Bookings

- 14.1. Other than in very exceptional circumstances, all campus clubs will be able to book a weekly maximum of two rooms and with a maximum total of 8 hours per week.
- 14.2. Bookings of campus space may be made up to one month in advance.
- 14.3. Exceptional circumstances will be examined on a case-by-case basis and in consultation with the university and the requisite building manager.
- 14.4. The USSU will make every effort to accommodate requests to book particular rooms. Some spaces are not available, and some spaces are highly sought after, the Education Lounge and the Hardy Lab for example.

- 14.5. Some bookings may have associated charges, depending on university policy for the particular space.
- 14.6. If a conference is requested, initial discussions can begin in advance and are at the discretion of the University for availability and any costs associated.
- 14.7. To book University Space a form must be completed through PAWS. Log on to PAWS, click on Apps and Services on the left, scroll down to the Administrative section and Space Booking is listed below. The USSU will then verify and work with Space Booking to confirm the booking if possible.

Contact Information:	Vice-President Operations & Finance: (306) 966-6967		
Policy Authority:	Budget and Finance Committee		
Approvals	Board/Committee	Date	Motion
Created	Executive Committee	14/08/2012	EXEC33
Amended	Executive Committee	15/10/2012	EXEC51
Amended	Executive Committee	29/10/2013	EXEC47
Amended	Budget and Finance Committee	13/02/2014	BFC101
Amended	Executive Committee	02/04/2014	EXEC39
Amended	Budget and Finance Committee	13/01/2015	BFC060
Amended	Budget and Finance Committee	07/04/2021	BFC050