



<b>Policy Name:</b>	<b>Space Booking and Rental Policy</b>		
<b>Category:</b>	<b>Facilities</b>	<b>Policy #</b>	<b>FCL-1</b>

## **1. Preamble**

The University of Saskatchewan Students' Union (USSU) has a variety of spaces under direct jurisdiction and the ability to assist Campus Groups in 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.

The USSU works with University Space Booking to provide space for USSU-ratified campus groups, subject to all university policies.

## **2. General Policy Regulations**

The following regulations and procedures apply to all University of Saskatchewan Students' Union spaces:

- 2.1. Groups and individuals must comply with all fire and building regulations.
- 2.2. Groups and individuals must not obstruct hallways, accessible ramps, doorways, or any pedestrian walkways.
- 2.3. Groups and individuals may not aggressively solicit or approach students. This is deemed as harassment.
- 2.4. 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.
- 2.5. Groups and individuals must comply with all requirements specified by the law and are responsible for purchasing any required licenses. The Students' Union will not accept responsibility for any legal action taken against a group or individual.

- 2.6. Groups and individuals may only use and operate within the space to which they are assigned.
- 2.7. The Students' Union does not provide auxiliary equipment or supplies for groups and individuals, including extension cords and storage facilities.
- 2.8. The Students' Union reserves the right to refuse or cancel any booking at any time.
- 2.9. 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.

### **3. General Procedures**

- 3.1. 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, and approval of sold merchandise items must be obtained by the USSU.
  - 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 4
- 3.2. 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.
- 3.3. 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.
- 3.4. Prior approval for retail sales and related activity is required.

### **4. Liquor Functions in Louis' and Louis' Loft**

- 4.1. Liquor functions in Louis' and Louis' Loft must be booked with Louis' Management.

- 4.2. Louis' shall provide the staff and alcohol for all liquor functions.
- 4.3. All liquor functions must be confirmed five (5) days in advance.
- 4.4. Food must be available at all liquor functions.
- 4.5. The space is available by booking through email: [events@ussu.ca](mailto:events@ussu.ca)

## 5. Campus Group Space Description

The Campus Group Space, a dedicated room for ratified campus groups, is located on the second floor of Place Riel. The room is available for booking and use by ratified campus groups at no fee.

## 6. Campus Group Space Regulations and Procedures

- 6.1. The Campus Group Space is available to ratified campus groups and members thereof.
- 6.2. The space is available by booking through the USSUHub for ratified student groups. Booking requests through email will not be considered.
- 6.3. Groups are only allowed to book once per week.
- 6.4. Food may be permitted in the space, although groups are expected to clean up after themselves. Food details must be included in the booking form and receive approval.
- 6.5. Bookings are subject to availability. The room is bookable from 8:30am until 8:00pm, subject to the provisions in clause 6.6.
- 6.6. The space may be booked for a maximum of four (4) hours per week per campus group. From 8:30am to 3:30pm, the room will be opened by USSU staff. For bookings starting after 3:30 pm, the group member who booked the room will sign out a key from the USSU Services Desk using their student card, and the key must be picked up by 4:30 pm. **The key must be returned to the USSU the next working day before noon.**
- 6.7. If the key to the space is not signed out by 4:30pm when the Services Desk closes, the campus group will forfeit their booking.
- 6.8. Students are asked not to drag or move furniture around, as this can cause significant damage to the floor. Groups will be asked to pay for any damages.
- 6.9. A TV on a rolling stand is available in the space. The TV can be moved using its stand, but cannot be removed from the room. If display cables,

the remote, or other components are taken from the room and/or damaged, groups will be asked to pay for their replacement.

## **7. 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.

## **8. Roy Romanow Student Council Chamber Regulations and Procedures**

- 8.1. The chamber has a capacity of forty (40) people, which may not be exceeded.
- 8.2. The chamber is permanently booked for University Students' Council on Thursdays from 5:30 to 10:00pm and therefore may not be booked during this time.
- 8.3. The chamber is available for catered events if either Louis' or a Lower Place Riel tenant is providing the service. External catering may be considered, but permission and approval must be obtained from the Students' Union.
- 8.4. This space is primarily used for USSU meetings and is not available for booking by campus groups.
- 8.5. This space may be booked by emailing [contactus@ussu.ca](mailto:contactus@ussu.ca)

## **9. 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.

## **10. North Concourse Regulations and Procedures**

- 10.1. Groups are responsible for their own furniture/equipment set-up and takedown. The USSU has a limited number of tables and chairs that may be available upon request. 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.
- 10.2. Equipment set-up is only permitted in the designated areas defined by the USSU.
- 10.3. Loud noise is not permitted. This area is for quiet rentals only, as determined by the USSU.

10.4. Catering is preferred 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 USSU before the space is booked.

10.5. This space may be booked by emailing [facilities@ussu.ca](mailto:facilities@ussu.ca)

## **11. Tables in 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.

## **12. Tables in Arts Tunnel Regulations and Procedures**

12.1. 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.

12.2. If music or sound effects are to be used at a table space, they must be kept to a minimal volume.

12.3. No group is permitted to book on behalf of any third party.

12.4. 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 where the event will 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.

12.5. 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.

12.6. Groups may only operate behind, or within 3 feet of, the assigned table.

12.7. Groups must check in at the USSU Services Desk when they arrive for tabling to obtain approval of activities and materials for the tunnel. Failure to obtain approval may result in being asked to leave and the refusal of future table bookings.

12.8. The USSU will allow businesses, including competitors to USSU operations, to advertise and promote their products in our buildings passively. However, the active sale of competing products and services will not be permitted.

- 12.9. 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.
- 12.10. The USSU reserves the right to decide any point not covered in the above rules and further reserves the right to refuse any booking.
- 12.11. Tables may be booked by emailing [tables@ussu.ca](mailto:tables@ussu.ca).

### **13. Tabling Package Description**

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.

### **14. Tabling Package Regulations and Procedures**

- 14.1. The package is available for booking by ratified campus groups, the Centres, and the Executive, in that order of precedence.
- 14.2. 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- forty-eight (48) hours, then the group will be billed for the cost of replacement, subject to approval by the Vice-President Operations & Finance.
- 14.3. The package must be returned to the Main Office by 4:30pm on the date of booking. 14.4 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.
- 14.4. Tabling packages may be booked through the USSUHub.

### **15. University Space Bookings**

- 15.1. Except in very exceptional circumstances, all ratified campus clubs will be able to book a weekly maximum of two rooms, with a maximum total of 8 hours per week.
- 15.2. Bookings of campus space may be made up to one month in advance.

- 15.3. Exceptional circumstances will be examined on a case-by-case basis and in consultation with the university and the requisite building manager.
- 15.4. The USSU will make every effort to accommodate requests to book particular rooms.
- 15.5. Some bookings may have associated charges, depending on university policy for the specific space.
- 15.6. 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.
- 15.7. To book University Space, ratified student groups can complete a form found on the USSUhub ([ussu.ca/ussuhub](http://ussu.ca/ussuhub)). The USSU will then verify and work with Space Booking to confirm the booking if possible.

<b>Contact Information:</b>	Vice-President Operations & Finance: (306) 966-6967		
<b>Policy Authority:</b>	Finance and Assessment Committee		
<b>Approvals</b>	<b>Board/Committee</b>	<b>Approvals</b>	<b>Motion</b>
Created/Adopted	Executive Committee	14/08/2012	EXEC033
Amended	Executive Committee	15/10/2012	EXEC051
Amended	Executive Committee	29/10/2013	EXEC47
Amended	Budget and Finance Committee	13/02/2014	BFC101
Amended	Executive Committee	02/04/2014	EXEC039
Amended	Budget and Finance Committee	13/01/2015	BFC060
Amended	Executive Committee	22/06/2022	EXEC006
Amended	Executive Committee	14/12/2022	EXEC095
Amended	Executive Committee	07/14/2025	EXEC026
Amended	Executive Committee	08/05/2025	EXEC035