



Temporary Use of Space Allocated for Academic Scheduling

POLICY CATEGORY: COLLEGE ADMINISTRATIVE

POLICY NUMBER: CA-S03

POLICY OWNER: Registrar and Associate Vice-President, Strategic Enrolment

POLICY APPROVER: CMC

APPROVAL DATE: 3/31/2025

EFFECTIVE DATE: 3/31/2025

REVIEW PERIOD: Every 5 Years (or as needed)

REVIEWED: N/A Click or tap to enter a date.

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1. Purpose

This policy outlines the privileges and obligations associated with the use of George Brown Polytechnic (hereafter referred to as “GBP” or the “Polytechnic”) space that has been allocated for academic scheduling.

The Polytechnic recognizes the need for its community to use this space in a temporary capacity to advance its values and priorities. The purpose of this policy is to establish the principles for requesting and using space that has been allocated for academic scheduling.

The Registrar, and AVP Strategic Enrolment, is the Policy Owner and is responsible for overseeing the implementation, administration, and interpretation of this Policy.

2. Scope

This policy applies to all space that has been allocated for academic scheduling, as determined by its relation to scheduled activities, including the ongoing delivery of formalized programs and course curricula.

This Policy applies to the request and use of space allocated for academic scheduling and is applicable to all internal members of the Polytechnic.

3. Definition of Terms

Academic Event means an activity related to Polytechnic teaching, learning, or research that is outside of Academic Scheduling.

Academic Scheduling means the use of space for formalized activities related to the ongoing delivery of Polytechnic’s programs and curricula, including classes, laboratories, shops, tutorials, etc.

Administrative Event means any meeting or event proposed by an internal member that supports the administrative operations of the Polytechnic.

Booking Authority means the functional area responsible for managing the booking process of space.

Event means any short-term organized non-academic activity, meeting, display, or form of public address that is taking place in a Polytechnic space or organized by the Polytechnic at an off-campus facility.

External Event means any event proposed, held, or facilitated by a User that is from outside the Polytechnic.

External User means an individual external to the Polytechnic who has submitted a request and received permission to use space on a temporary basis.

Internal Requestor means an individual internal to the Polytechnic who has submitted a request to use space.

Internal User means an individual internal to the Polytechnic who has submitted a request and received permission to use space on a temporary basis.

Requestor means an individual external to the Polytechnic who has submitted a request to use space.

Student Organized means an Event hosted and/or sponsored by a recognized student organization, as defined in the Student-Led Networks and Clubs Policy.

4. Policy

4.1. General

- 4.1.1. The Polytechnic will make space allocated for Academic Scheduling available for use in accordance with this policy and related procedures.
- 4.1.2. All Requestors and Users are expected to act in compliance with this Policy and related procedures.

4.2. Booking Authority

- 4.2.1. The Booking Authority, as designated by the Registrar, will have the authority to approve the use of space allocated for Academic Scheduling and is responsible for:
 - i. Managing all related requests for space allocated for Academic Scheduling,
 - ii. Booking an appropriate space and confirming the reservation with the Requestor.

4.3. Requesting Use of Space Allocated for Academic Scheduling

- 4.3.1. Space can be requested for dates in which the Polytechnic is open as per the Academic Calendar, with the exception of the period between the first day and the 10th day of classes of a term.
 - i. Requests for space in an upcoming Term can be made on the 11th day from the start of the Term.
- 4.3.2. Space can be requested during the Term's intersession week, however, requests related to Academic Scheduling and Academic Events will not be processed as this period is reserved for our students as a break from formalized academic activities, unless authorized by the Vice President, Academic.

4.3.3. Where there is a competing demand for use of space allocated for Academic Scheduling, the ranking of use shall be:

- i. Academic Scheduling
- ii. Academic Event
- iii. Administrative Event
- iv. Student Organized Event
- v. External Event

4.4. Use of Space

4.4.1. All Requestors and Users are expected to act in compliance with this Policy and related policy instruments.

4.5. Changes and Cancellations

4.5.1. The Polytechnic reserves the right to assign an appropriate alternate space for any Event if deemed necessary.

4.5.2. The Polytechnic has the right, at its sole discretion and for any reason, to refuse any space request or to cancel any approved space request.

Related Policy Instruments

[Use of Space and Space Planning Policy](#)

[Temporary Use of Space Allocated for Academic Scheduling Procedures](#)

[Use of Space for Temporary Purposes Policy](#)

Directives for Establishing the Academic Calendar

[Use of Polytechnic Facilities for Advocacy Purposes](#)

[Student-Led Networks and Clubs Policy and Procedures](#)