



Use of Space for Temporary Purposes

POLICY CATEGORY: College Administrative

POLICY NUMBER: CA-S02

POLICY OWNER: Senior Vice President, Institutional Planning and Chief Financial Officer
POLICY APPROVER: CMC

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REVIEW PERIOD: Every 5 years (or as needed)

REVIEWED: N/A

REVISED: N/A

1. Purpose

This policy outlines the privileges and obligations associated with the temporary use of George Brown Polytechnic (hereafter referred to as “GBP” or the “Polytechnic”) space for non-academic or scheduled purposes. The Polytechnic is obligated to protect the campus community and facilities, prioritize academic and research related use of space requests, and ensure that permitted use of space requests abide by the Polytechnic’s principles and values. This policy defines and communicates specific practices for requesting space and permits, managing associated risks, and ensuring cost recovery.

2. Scope

This Policy applies to temporary use of space requests. This policy applies to all members of GBP including students, staff, faculty, partners, student groups, as well as visitors or external parties.

3. Definition of Terms

- **Academic** 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** 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 take place in a Polytechnic space or organized by the Polytechnic at an off-campus facility.
- **External** means any event proposed, held, or facilitated by a User that is from outside the Polytechnic.
- **Permit** means the approval, which is normally issued electronically to the User, for the temporary use of Polytechnic premises following the successful application and review as outlined in this policy.
- **Space** means all Polytechnic premises, as defined as any physical space where Polytechnic business, academic or supervised activities takes place.
- **Space Advisory Committee** means a group comprised of Business Services, Risk, Facilities and Sustainability, Legal, Public Safety and Security, Marketing and Communications, Community Partnerships, and Student Success staff. The committee can be called upon, as a whole or as individual departments, to advise on requests.

- **Specialized teaching facility** means spaces that have been designed for or are equipped with material to support learning. These facilities may include, but are not limited to, teaching kitchens, dental labs, machine shops, and film production studios. This definition does not apply to standard computer labs, auditoriums, and other lecture spaces.
- **Sponsored event** means applications that are recognized to have significant benefits for the Polytechnic and are endorsed or supported by External and Community Relations, Alumni and Advancement, the President's Office or a member of the Senior Leadership Team.
- **User** means the internal or external organization or individual that has submitted a request and/or received a permit for the non-academic temporary use of space.

4. Policy

4.1 General principles

4.1.1. The Polytechnic endeavors to make space available and, when possible, will do so in accordance with this Policy and any associated Procedure(s).

4.1.2. All users are required to comply with this Policy and any associated Procedure(s), as well as applicable Polytechnic guidelines, and federal, provincial, and municipal laws relating to private property and to the rights of individuals and the Polytechnic.

4.1.3. The request for temporary use of space is primarily reserved through Business Services, the Booking Authority, for internal and external users. There are some space restrictions which apply:

- a) Business Services will not permit assigned staff and faculty offices, employee lounges, restricted areas (i.e. mechanical rooms), leased commercial spaces, or occupied residential spaces.
- b) Faculty/Departmental consultation and approval is required for athletic facilities and specialized teaching facilities.

4.1.4. The Polytechnic upholds the principles of Freedom of Expression as per Freedom of Expression Policy, and as such all persons having access to and use of Polytechnic Space shall observe these principles, the Policy and the law. The Polytechnic may reasonably regulate the time, place and manner of freedom of expression to ensure it does not disrupt normal Polytechnic operations and ordinary activities or endanger the safety of others. The provision of Polytechnic space for activities or Events does not in any way imply that the Polytechnic itself has expressed or condones the views, opinions or beliefs which may be expressed.

4.1.5. The Booking Authority shall assign space based on availability, and, in consultation with the relevant parties including the Registrar's Office, work to resolve competing demands for space. The Booking Authority will assign temporary use of space requests in alignment with the Use of Space for Academic Purposes Policy.

4.2. Assignment of space

4.2.1. The Booking Authority will have responsibility for all temporary use of space requests and permits, according to this Policy and any associated Procedure(s). The Booking Authority will be responsible for:

- a) Receiving and reviewing all temporary use of space requests.
- b) Ensuring the temporary use of space application satisfies the conditions of this policy, the associated procedure(s), and risk assessment(s).
- c) Ensure that the request is free of conflict with the academic schedule and, if necessary, appropriate approval is sought from the Registrar's Office.
- d) Ensuring that an appropriate space is reserved, a permit is issued to the User, and that the User agrees to the terms and conditions associated with the permit.
- e) Ensure that campus stakeholders, such as Public Safety & Emergency Management, Facilities & Sustainability, and the Registrar's Office, are notified upon the issuance of a permit.
- f) Ensuring all appropriate agreements, including insurance and access control requests, are received and processed in advance.

4.2.2 The Registrar's Office will be responsible for reviewing and assigning all academic related use of space requests. Any requests received through the temporary use of space request form deemed to be academic in nature will be redirected to the Registrar's Office.

4.3. Permits and Licenses

4.3.1. A permit must be obtained for all events. If the event requires on-campus alcohol service, the permit must also include a request for a temporary liquor license.

4.3.2. Users are responsible for providing details about a temporary use of space request when submitting their request form, including a brief and accurate description of their event or use of space request, the estimated number of attendees, and whether the event is open to external attendees.

4.3.3. The Booking Authority will complete the risk assessment template and, when necessary, convene a meeting with stakeholders from the Space Advisory Committee.

4.4. Charges and insurance

4.4.1. Permits will be assigned a rate category. Rate categories are based on the nature of the event, size of the space, duration of the booking, and associated set-up costs. Permits deemed as external events are subject to full space rental rates. Permits deemed as internal, academic, or sponsored events may be subject to partial space rental rates.

4.4.2. The Booking Authority will be responsible for issuing invoices to external clients in alignment with this policy and the valid rate card for space rentals. For partial space rental rates, the Booking Authority will ensure, at minimum, cost recovery for the use of space or the in-kind value is recorded for annual reporting purposes.

4.4.3. Additional services, such as security, facilities, furniture, and audio-visual support, may be charged back to the User. The Booking Authority will communicate any ancillary charges prior to the issuance of a permit, based on the information provided by the User. The User assumes responsibility for any damage, including excess cleaning costs, that may occur during the event.

4.4.4. External users are required to carry liability insurance in accordance with the Use of Space Agreement.

5. Compliance and Enforcement

5.1. The Polytechnic may refuse any temporary use of space requests when there are health and safety concerns, misrepresentation or omission of relevant information on the application, or conflicts with other activities of the Polytechnic.

5.2. In the event of an appeal, the Booking Authority will provide all relevant information to the Senior Leadership Team and Space Advisory Committee for review.

5.3. The Booking Authority will ensure that approved space requests and permits are recorded and made available to Facilities Services, Public Safety & Emergency Management, Information Technology Services and any other department requiring such information.

Related Policy Instruments

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

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

Temporary Use of Space Allocated for Academic Scheduling Procedures

Use of Space for Temporary Purposes Procedures