



## POLICY 1.1 – Use of University Facilities

<b>Policy Category:</b>	General
<b>Subject:</b>	Use of University Facilities
<b>Subsections:</b>	Purpose, Scope, Definitions, Policy
<b>Approving Authority:</b>	Board of Governors
<b>Responsible Officer(s):</b>	Provost & Vice-President (Academic) & Vice-President (Operations & Finance)
<b>Responsible Office(s):</b>	Vice-President (Operations & Finance)
<b>Related Procedures:</b>	<a href="#">Procedure for Reserving University Facilities</a>
<b>Related University Policies:</b>	<a href="#">MAPP Policy 1.2 - Flying of Flags and Banners</a> <a href="#">MAPP Policy 1.5 - Picketing, Distribution of Literature and Related Activities</a> <a href="#">MAPP Policy 1.12 - Advertising and Commercial Activity</a> <a href="#">MAPP Policy 1.50 - Signage and Election Posters</a> <a href="#">MAPP Policy 1.54 - Freedom of Expression</a>
<b>Effective Date:</b>	May 1, 2025
<b>Supersedes:</b>	June 24, 2008; June 1, 1997

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### I. PURPOSE

Under the *University of Western Ontario Act, 1982*, as amended, the Board of Governors is responsible for the government, conduct, management and control of the University and of its property and affairs, except in respect of the academic policy of the University which is the responsibility of the Senate.

The Board is also responsible for establishing and enforcing regulations for the use of its buildings, grounds and ancillary operations, and for the orderly conduct of persons entering upon the lands and premises of the University.

The purpose of this policy is to fulfill the Board's responsibility to establish regulations for the use of University Facilities. The policies and procedures set out

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how the University community and the public may use and reserve University Facilities for the optimal utilization of these facilities. The policy and procedures additionally seek to protect the health and safety of persons present in or on University Facilities, to protect University Facilities from damage, and to protect the Ordinary Functioning of the University.

### II. SCOPE

This policy applies to the use of University Facilities. It applies to all persons and groups using University Facilities whether or not they have an affiliation with the University.

### III. DEFINITIONS

**Camping:** means

- i. the establishment of, or attempt to establish, temporary or permanent living quarters in or on University Facilities other than space designated by the University in residence halls, hotels, apartments, or other University- managed housing or lodging;
- ii. sleeping in a parked vehicle or sleeping outdoors between the hours of 11pm and 7am; and
- iii. establishing or maintaining outdoors or in or under any structure not designated for human occupancy, at any time during the day or night, a temporary or permanent place for sleeping or cooking by setting up any bedding, sleeping bag, mattress, tent, hammock, tarp or other camping equipment, or by setting up any cooking equipment or heating equipment that has not been approved by the University's Health and Well-being team or the University's Housing and Ancillary Services Division.

**Demonstration:** a public demonstration by an individual or group of individuals to express a sentiment by explicit means including but not limited to picketing, marching, carrying signs, distribution of literature, or shouting, usually in favour of or opposed to some action or opinion where there is some reasonable degree of student or faculty interest.

**Members of the University Community:** means students, faculty, librarians, archivists, post docs and staff of the University.

**Ordinary Functioning of the University:** established faculty, librarian, archivist, student or staff activities which are part of the regular operations of the University including classroom instruction, examinations, research activities, faculty, librarian, archivist and staff work, student services, governance meetings, and all other activities necessary to and a routine part of the operations of the University.

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**Prohibited Conduct:** refers to

- i. Conduct prohibited by law (including municipal bylaws);
- ii. Conduct prohibited by University policy;
- iii. Conduct that threatens or endangers the health or safety of a person or creates in a person a reasonable fear for their health or safety;
- iv. Preventing access to or egress from a building, classroom, lab or office when such access or egress is otherwise authorized by the University;
- v. Conduct that threatens or disrupts the Ordinary Functioning of the University;
- vi. Conduct that results in or could reasonably result in damage or defacement of University Facilities;
- vii. Establishing a fortification or fence on University Facilities without approval of the University; and
- viii. Aiding, encouraging or inciting others to engage in Prohibited Conduct.

**Reservation Office:** means the Office of Institutional Planning and Budgeting's Reservations Office.

**Special Event:** means a carnival, child day camp, commercial film project or photo shoot, concert, conference, convention, dance, exhibition, festival, political event (e.g. townhall or candidates debate), public display, public lecture, sporting activity, theatrical production, wedding, or any other organized activities in which University Facilities will be used and which may require the commitment of University resources, pose a material risk to the University, or impact the Ordinary Functioning of the University but does not include a Demonstration or activities that are part of the Ordinary Functioning of the University.

**University:** The University of Western Ontario operating as Western University.

**University Facilities:** all buildings, structures and grounds owned, leased or operated by the University.

### **POLICY**

- 1.00 The President & Vice-Chancellor is accountable for the overall integrity of the University, including the sound and effective management of the University's human, financial and physical resources, and has the authority and responsibility for administering the internal and external affairs of the University in keeping with policies set by the Board, including exercising general supervision over the operation of the University and over the use of University Facilities.
- 2.00 University Facilities are located on private property and are intended to be used primarily to support the Ordinary Functioning of the University. University Facilities may be made available to on-campus and off-campus organizations, groups or individuals for a Special Event or Demonstration, provided that in each instance such use shall:
  - i. occur safely;
  - ii. not disrupt the Ordinary Functioning of the University or another Special Event; and

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- iii. not impose an unreasonable demand on or expenditure of the University's resources, including human, financial or physical resources.
- 3.00 No person shall engage in Prohibited Conduct while using University Facilities.
- 4.00 Organizers of a Special Event or Demonstration will not be disciplined for the actions or omissions of others provided the organizers have not aided, encouraged, or incited others to engage in Prohibited Conduct.
- 5.00 For a Special Event or a Demonstration<sup>1</sup>, University Facilities are reserved in accordance with the procedures to this policy.
- 6.00 For safety planning purposes, it is recommended that individuals intending to hold a Demonstration contact the Western Special Constable Service. Individuals are responsible for the safety of the Demonstration when proceeding without notice to and cooperation with the Western Special Constable Service.
- 7.00 Use of University Facilities for a Special Event or Demonstration may be subject to rental fees and/or service charges, including security costs, as set by the University from time to time. Members of the University Community participating in a Demonstration that complies with this Policy will not be charged security costs unless they request additional security beyond the security the University has agreed to provide. The University shall advise the Members of the University Community making the request of the cost of the additional security in advance and they shall only be responsible for those costs.
- 8.00 To protect members of the University community and University Facilities and to manage available resources in the overnight hours, no Special Event or Demonstration is permitted between the hours of 11 pm and 7 am without express permission from the University.
- 9.00 Excessive noise in or on University Facilities that disrupts the Ordinary Functioning of the University or a Special Event, or that negatively impacts those living in residences is not permitted, except in the case of emergency notification systems, any test of the emergency notification systems or where an exemption is otherwise granted by the President & Vice- Chancellor or designate.
- 10.00 The use of University Facilities for Camping is prohibited, unless an exception in section 11.00 applies.
- 11.00 Camping may be permitted on University Facilities:

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<sup>1</sup> Mapp 1.5 – Picketing, Distribution of Literature and Related Activities notes that the booking of University Facilities is to be done in accordance with the procedures to this Policy

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- (i) in connection with an approved academic activity which requires overnight occupancy at the site of the activity, if approved in advance by the Associate Vice-President (Institutional Planning and Budgeting), when such use is consistent with the University's academic mission and where such use is not likely to result in Prohibited Conduct; and
- (ii) in extraordinary circumstances, such as times of natural disaster, when approved in writing and in advance by the President & Vice-Chancellor or designate.

12.00 The University may direct, limit or terminate any activity or gathering occurring in or on University Facilities which violates University policies.

13.00 In order to augment the revenue accruing to the residences, and thereby to the benefit of students as reflected in residence fees during the academic year, the rental of idle residence accommodation during the summer months is encouraged.

14.00 The rental of residence accommodation by individual members of the University community on a short-term temporary basis is permitted, provided that such occupation of rooms shall not interfere with normal student-resident requirements.

15.00 The Responsible Officers shall establish procedures for reserving University Facilities.

16.00 This policy shall be reviewed every five years.