

Statement of Policy and Procedure			
Chapter:		No.#	B.O. 6.01 UCC
Section:	Section D	Issued:	25 March 2004
Subject:	Building Usage Policy	Effective:	25 March 2004
Issued to:	All USC Departments		25 March 2004
Issued by:	Assistant General Manager		

PREAMBLE

The University Students' Council is committed to providing undergraduate students of The University of Western Ontario with an environment that allows students to celebrate their culture, heritage, religious, social and political beliefs and to explore enquiry and expression that is free from hatred, harassment, violence and enshrines a commitment to the value of cooperative compromise in the pursuit of enquiry.

1.00 SCOPE

1.01 This Policy applies to the booking of space within UCC bookable space. Determination of a rental fee will reside with USC Reservations.

2.00 DEFINITIONS

(1) “**Act**” or “**Act of Expression**” as defined in the *USC Community Standards Policy*;

2.01 “**Affiliated Colleges**” includes Brescia University College, Huron University College and University of King’s College at UWO;

2.02 “**Advertisement**” means a message created and displayed, in any form, for the sole purpose of promoting a corporation or group or its product;

2.03 “**Board**” means USC Board of Directors;

2.04 “**Club**” as defined in the *USC Clubs Policy*;

2.05 “**Commercial Activity**” refers to any revenue-making or fundraising activity on campus, including the UCC, by an outside business or organization or unit within the UWO and USC;

2.06 “**Community Space**” means any area that is open for public use, including the Atrium of the UCC.

- 2.07 “**Counter programming**” means the programming of opposing sides of similar or same issues on the same day, at the same general time, in space booked through USC Reservations, whether it is the same space or spaces close in proximity to each other. Counter-programming does not include a mediated forum or debate in which the mediator is chosen by all directly involved parties and is approved by the USC Board of Directors prior to the forum or debate;
- 2.08 “**Group**” means an association of persons, including USC Clubs;
- 2.09 “**Infringer**” means a person or persons in violation of or accused of violating this Policy;
- 2.10 “**Peaceful Protest**” means picketing, distributing literature, gatherings, related activities, etc., so long as it is not considered to be libelous, seditious, inciting to riot, or beyond the bounds of common decency, under the applicable laws of Ontario;
- 2.11 “**Person**” means any individual or corporate entity;
- 2.12 “**UCC**” means the University Community Centre. The UCC includes the physical space contained within the boundaries identified within the 1995 Operating Agreement between the USC and the UWO and includes the Concrete Beach, The Spoke Patio, the Loading Dock, the Second Floor Balcony and the Amphitheatre;
- 2.13 “**UCC Bookable Space**” includes all space that may be rented and/or booked as indicated in the schematic attached to this document (Tab 1). Bookable space does not include public hallways used primarily for entry and/or exit to the UCC;
- 2.14 “**USC**” means the University Students’ Council; and,
- 2.15 “**UWO**” means the University of Western Ontario.
- 2.16 Words, phrases or sentences written in the feminine form include the masculine and vice versa unless the context requires otherwise.
- 2.17 Words, phrases or sentences written in the singular form include the plural and vice versa unless the context requires otherwise.

3.00 DESIGNATED AREAS

- 3.01 The following spaces are Designated Areas and are usable for sanctioned activities within the UCC:
- (1) Kiosk 1 (Room 100)
 - (2) Room 249 (Conference Room)
 - (3) Room 315 (Council Chambers)
 - (4) Room 315F (Conference Room)
 - (5) Room 365 (Conference Room)

- (6) Room 369 (Conference Room)
- (7) Room 370 (Conference Room)
- (8) Room 371 (Conference Room)
- (9) Room 373 (Conference Room)
- (10) Room 379 (Conference Room)
- (11) Room 379A (Conference Room)
- (12) Room 390 (McKellar Room Balcony)
- (13) ST 15 (Atrium Stage)
- (14) TA 102 (Atrium)
- (15) TA 218 Balcony Lounge)
- (16) TA 219 (Skybridge)
- (17) TA 307 (Lounge)
- (18) TA 310 (Lounge)
- (19) TA 311 (Lounge)

3.02 USC controlled areas within the UCC include:

- (1) TA 2 (Lower Level Mall)
- (2) TA 3 (Lower Level Mall)
- (3) TA 5 (Lower Level Mall)
- (4) TA 15 (Lower Level Mall)
- (5) TA 38 (Lower Level Mall)
- (6) TA 39 (Lower Level Mall)
- (7) ST 15 (Lounge)
- (8) TA 101 (Main Entrance)
- (9) TA 115 (Centrespot Corridor)
- (10) Room 190 (Centrespot Lounge)
- (11) UCC Patio (Concrete Beach)
- (12) Second Floor Balcony
- (13) TA 302
- (14) Amphitheatre

4.00 PROCEDURE FOR BOOKING PUBLIC SPACE WITHIN THE UCC

4.01 The following is the procedure for booking public space within the UCC:

- (1) All UCC space will be booked through the USC Reservations office;
- (2) All Groups and individuals must submit a completed application, 'UCC Facilities Application/Contract';
- (3) Bookings are made on a first come – first served basis in accordance with this Policy and the Terms and Conditions contained on the back of the application. Priority for booking of space will be in accordance with the following guidelines:
 - i. USC Programmed Events (Orientation, Charity Ball, Living Campus, etc).

- ii. USC Groups.
 - iii. UWO Groups (including Alumni Associations).
 - iv. Commercial vendors.
- (4) The McKellar Room is a shared facility between the USC and the UWO with priority use being (in order); academic, alumni support and Western Film.
 - (5) Any booking cancellation will result in an administrative charge in accordance with the Terms and Conditions specified on the back of the application to cover the cost of lost revenue for the space.
 - (6) Late changes to requests for additional equipment (tables, chairs, audio/visual equipment etc) may result in USC Reservations having to rent these resources (if available) from outside agencies/businesses. These costs will be charged to the Group requesting the extra equipment if the Group agrees to accept the charges. If the Group does not accept the charges for the extra equipment, the equipment will not be ordered.
 - (7) The USC reserves the right to cancel or revoke bookings at its sole discretion.

5.00 SANCTIONED ACTIVITIES WITHIN THE UCC

5.01 USC and UWO persons or groups are permitted to book space within the UCC for, but not solely limited to, the following purposes, subject to further restrictions within this Policy:

- (1) Membership and volunteer drives,
- (2) Fund raising events,
- (3) Election campaigning,
- (4) Cultural, political, religious and social displays and demonstrations,
- (5) Information and discussion forums open to the public without restriction, and,
- (6) Events promotion.

5.02 Commercial groups, businesses or ventures are able to rent space in accordance with USC Reservations Policy. The USC reserves the right to refuse to rent space at its own discretion.

5.03 Peaceful protests are permitted so long as they:

- (1) Do not occur on the same day as the programmed event affiliated with the counter-argument,
- (2) The group involved with or organizing the protest has not been previously denied the booking space for that day due to the counter-programming nature of its presentation,
- (3) Do not infringe on space otherwise utilized, and
- (4) Hold a reasonable degree of interest to members of the UWO community;

6.00 PROHIBITED CONDUCT

6.01 Acts of expression within the UCC are strictly prohibited if such acts:

- (1) Breach any USC Policy, Procedure or By-Law, including the Discrimination and Harassment Prevention Policy, the Community Standards Policy and By-Law #2,
- (2) Breach the UWO Picketing, Distribution of Literature and Related Activities Policy,
- (3) Breach Provincial or Federal laws, such as the Ontario Human Rights Code,
- (4) Violates the USC Reservations Terms and Conditions described in the application for the use of UCC Facilities, and/or,
- (5) Are to sell or make offerings to the public on behalf of a third party without first disclosing such relationship;

6.02 Counter-programming and protesting are not allowed on the same day as the programmed event representing the counter-argument or affiliated with the counter-argument.

6.03 No individual or group shall post, hang, hand-out or in any other manner, distribute posters, banners, flyers, handbills or any other printed material without prior written approval of the USC. This prohibition applies equally to individuals or groups conducting activities in Designated Areas.

6.04 No individual or group will solicit business, information or engage in any other commercial, social, political or cultural activity in Designated Areas without prior written approval from the USC.

6.05 Notwithstanding the provisions in this Policy, users of Designated Areas are prohibited from the following:

- (1) Public demonstrations or displays that violate Ontario Safety laws;

- (2) Fund raising for charities without an approved licensing application from the Alcohol and Gaming Commission of Ontario (AGCO);
- (3) Displays, demonstrations, membership drives, and fund raising activities that are sponsored by a third party;
- (4) The sale and/or distribution of food and/or beverages without the approval of USC Reservations in accordance with the Health and Safety Act and the London department of Health;
- (5) The sale and/or distribution of tickets, coupons, or advertisements of third party businesses not authorized by the UWO and the USC;
- (6) Any activity that violates the rights of other Groups and/or individuals to use the UCC without hindrance.
- (7) Any event or activity that has not been disclosed to USC Reservations during the application for use of the Designated Areas.

7.00 SANCTIONS

- 7.01 Violating this Policy will result in the denial of further bookings through USC Reservations for the remainder of the current academic year, with the possibility that bookings in subsequent academic years may be denied, as decided on a case-by-case basis by the USC Board of Directors.

8.00 REFERENCES

- 8.01 The following references and related policies were included in the preparation of this policy:

- (1) USC Community Standards Policy
- (2) UWO Policy 1.1 – Use of University Facilities for other than Regularly Scheduled Academic Purposes
- (3) UWO Policy 1.11 – Sexual Harassment Policy and Procedures
- (4) UWO Policy 1.12 – Advertising and Commercial Activity
- (5) UWO Policy 1.32 – Building Corridor Policy
- (6) UWO Policy 1.5 – Picketing, Distribution of Literature and Related Activities
- (7) USC Reservations Application for Use of UCC Facilities