

<b>Title</b>	<b>Third Party Campus Use</b>		
<b>Classification</b>	Administrative	<b>Oversight Responsibility</b>	Office of Vice-President, Finance and Operations
<b>Category</b>	Facilities & Properties	<b>Responsible Office</b>	Operations and Resilience
<b>Approval</b>	Executive Committee	<b>Effective Date</b>	2024-Jun-01
		<b>Document No.</b>	1095

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

The most up-to-date versions of the University's policies are posted on the policy and procedure website. If you have printed this policy, check the website to ensure you have the current version.

**NOTE:** The first appearance of terms in **bold** in this document (except titles) are defined terms – refer to the Definitions section.

## 1.0 POLICY STATEMENT

Royal Roads University ("University") recognizes the need to make effective use of its **Campus Spaces** for its **Core Operations** and appreciates the value in offering opportunities to **Third Party(s)** to use campus spaces. This policy and its standards, procedures and processes establish consistent and balanced parameters and requirements for campus use by a third party. Campus spaces are primarily for core operations and may be made available when there are no planned core operation activities.

## 2.0 SCOPE AND COMPLIANCE

- 2.1 This policy extends to third party(s) and any activity, program or operation that does not support the delivery of the University's core operations. Sanctions for violations of this policy may include, but are not limited to, one or both of the following: (1) temporary or permanent revocation of access to campus spaces and (2) legal action according to applicable laws and contractual agreements. Allegations of breach of this policy will be adjudicated according to established policies and procedures at the University.
- 2.2 The University's campuses and facilities are private property, and therefore the University has the right to regulate and manage its campuses and facilities as it deems necessary.

## 3.0 POLICY TERMS

- 3.1 Third Party Use of Campus Spaces
  - a. The primary purpose of campus spaces is for the University's core operations.
  - b. The University permits the use of its campus spaces by third party(s) in accordance with municipal, provincial and federal laws and University policies.
  - c. Use of campus spaces may not conflict with the University's mission, vision, and values and may not:
    - i. interfere with the orderly functioning of the University;
    - ii. infringe on the rights and privileges of others;

- iii. promote hatred, violence or discrimination against, or expose to contempt, any person or group of persons as applicable under legislation or law; and
    - iv. be advertised, promoted, or operated in a manner that is in competition with the University's programs or services.
  - d. Use of campus spaces for **Organized Activities**, both indoors and outdoors, must receive prior written approval from the University, as outlined in the *Third Party Campus Use Procedure*. Organized activities are subject to the terms and conditions set forth in an agreement between the University and the third party.
  - e. Third party(s) must follow local animal control bylaws, including keeping pets on a leash while on University campus spaces.
  - f. Third party(s) using vehicles on a University campus must follow the University's *Parking and Traffic Management Policy and Standard*.
  - g. Third party(s) must follow the University's *Drone Use Procedures*.
  - h. Use of campus spaces by third party(s) does not imply endorsement by the University of any activity, behaviour, belief, or product.
- 3.2 Third party(s) using campus spaces must follow the University's *Third Party Standard of Conduct*.
- 3.3 The University reserves the right to deny, cancel or amend third party use of campus spaces for any reason, including, without limitation, when:
- a. campus spaces requested are not available;
  - b. the use conflicts with this policy or other applicable University policies;
  - c. the use is not suitable for campus spaces;
  - d. the use is unlawful;
  - e. the use presents a risk to public safety or those using campus spaces, indoors or outdoors;
  - f. an emergency or unforeseen event occurs that prevents the use of campus spaces; or
  - g. the actual use is not as described in a signed agreement with the University.
- 3.4 The University will monitor best practices and relevant legislation and revise this policy as required. In any event, this policy will be reviewed at least once every three years.

## 4.0 AUTHORITIES, ROLES AND RESPONSIBILITIES

### 4.1 Executive

- a. The President, as delegated by the Board, has the authority to regulate campus use including the management of third party use of campus spaces.
- b. The President and Vice-Presidents are responsible for promoting a risk- and hazard-aware culture at the University.
- c. The Executive is responsible for approving the fee structure(s) for the use of campus spaces.
- d. The Vice-President, Finance and Operations, as delegated by the President, has oversight responsibility for the coordination of activities aimed at managing third party use of campus spaces.

### 4.2 Vice-President, Finance and Operations

Oversight responsibility of the *Third Party Campus Use Policy* and related standards, procedures and processes are delegated to the Vice-President, Finance and Operations, who will:

- a. approve a third party standards of conduct;
- b. annually review and propose a fee structure(s) for the use of campus spaces for Executive approval; and
- c. monitor and report on third party events on campus spaces to determine necessary risk mitigation plans.

#### 4.3 Responsible Office

The Vice-President, Finance and Operations, delegates the implementation and management of this policy and related standards, procedures and processes to the Responsible Office, which includes:

- a. compliance with the requirements set out in this policy and related standards, procedures and processes, and
- b. development and implementation of a third party standards of conduct.

## 5.0 DEFINITIONS

For the purposes of this policy:

**Campus Spaces** means all of the University's campuses, facilities, buildings, and grounds.

**Core Operations** means University-sponsored or led teaching, research, administration, and events and includes, but is not limited to, regularly scheduled academic classes (lectures, labs, tutorials, seminars, exams), coursework and practicums, study, meetings, conferences, and artistic and cultural activity.

**Organized Activities** means any planned activity (e.g., cultural, recreational, sporting) coordinated by a formal or informal group (e.g., weddings, marathons, commercial photography).

**Third Party(s)** means individuals, community, non-profit and charitable organizations, associations or groups, commercial enterprises, renters, and licensees without a formal affiliation. University board members, employees, students and contractors are considered a third party when using campus spaces for events outside their association/duties with the University.

## 6.0 INTERPRETATION

Questions of interpretation or application of this Policy or its standards, procedures or processes will be referred to the Vice-President, Finance and Operations.

## 7.0 RELATED DOCUMENTS

Royal Roads University Documents and Information

- [Campus Smoking Policy](#)
- Campus Liquor Policy
- Drone Use Procedure
- Parking and Traffic Management Policy and Standard
- Posting and Solicitation Policy
- Third Party Campus Use Booking Procedure
- Third Party Standard of Conduct

Legislation and Information

- City of [Colwood bylaws](#)
- City of [Langford bylaws](#)
- Drones
  - [Aeronautics Act](#)
  - [Canadian Aviation Regulations, Part 9](#)

## Review, Revision and Approval History

<u>Date</u>	<u>Action</u>
2024-May-07	Approved by Executive; first implementation and effective date is 2024-Jun-01
2025-Jun-01	<b>Next Review</b>