

Procedure

Title	Third Party Campus Use Booking		
Parent Policy	Third Party Campus Use	Responsible Offices	Campus Services; Operations and Resilience; Student Services
Classification	Administrative	Effective Date	2024-Jun-01
Category	Facilities and Properties	Document No.	1095-PR
Approval	Vice-President, Finance and Operations		

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

The most up-to-date versions of the university's procedures are posted on the policy and procedure website. If you've printed this procedure, 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 PURPOSE

1.1 This procedure outlines the steps **Third Party(s)** must follow to request to hold **Organized Activities** at Royal Roads University ("University") on **Campus Spaces**.

1.2 Contact

For questions and comments regarding these Procedures, contact the Responsible Office for the type of booking as outlined below:

- a. **Campus Services at events@royalroads.ca**
Venue rentals, including the formal gardens, classrooms and meeting rooms, for weddings, events, conferences, meetings, commercial filming, and photography
- b. **Operations and Resilience at ops-resilience@royalroads.ca**
Outdoor activities on campus, including those held in parking lots or in the peripheral lands of the Colwood campus
- c. **Student Services – Recreation Centre at reccentre@royalroads.ca**
Rentals in the Recreation Centre and outdoor athletic events, e.g. races

2.0 REQUESTING TO BOOK CAMPUS SPACES

2.1 Third Party(s) requesting to **Book** campus spaces should follow the steps outlined on the University's [Hatley Park website](#) for the type of booking desired.

2.2 Per the *Third Party Campus Use Policy*, third party(s) are required to enter a formal agreement with the University outlining the terms of use.

2.3 The agreement must be signed by the third party and the Responsible Office before the organized activity takes place on campus spaces and before the third party publicly announces its event will be taking place on campus spaces.

2.4 The agreement may require third party(s) to submit supporting documents to the Responsible Office. Supporting documents may include the following:

- a. Certificate of insurance,
- b. Activity site map/floor plan,
- c. First aid plan,

- d. Traffic management plan,
 - e. Emergency management plan,
 - f. Municipal special events permit,
 - g. Volunteer waiver, and
 - h. Other documentation as requested by the Responsible Office.
- 2.5 The University reserves the right to deny or cancel a booking of campus spaces or cancel an agreement for any reason.

3.0 FEES & PAYMENTS

- 3.1 Fees for third party use of campus spaces are established by the University. Please contact the relevant Responsible Office for more information.
- 3.2 To request that the University sponsor part or all of the fee, contact the Vice-President of the Responsible Office as follows:
- a. Campus Services bookings: Vice-President, Communications and Advancement,
 - b. Operations and Resilience bookings: Vice-President, Finance and Operations, and
 - c. Student Services – Recreation Centre bookings: Vice-President, Academic and Provost.

3.0 REVIEW

The University will monitor best practices and relevant legislation and revise this procedure as required. In any event, this procedure will be reviewed at least once every three years.

4.0 DEFINITIONS

For the purposes of this Procedure:

Book means to enter an agreement with the University to access Campus Spaces at a specific date and time for a specific Use. (Verb form “booking.”)

Campus Spaces means University campuses, facilities, buildings, and grounds, including the peripheral lands of the Colwood campus.

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.

5.0 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 Policy
- Third Party Standard of Conduct

Legislation and Information

- City of [Colwood bylaws](#)
- City of [Langford bylaws](#)

Review, Revision and Approval History

<u>Date</u>	<u>Activity</u>
2024-May-07	Approved by Vice-President, Finance and Operations; first implementation and effective date is 2024-Jun-01
2025-Jun-01	Next Review