

Title	BUILDING AND GROUNDS USAGE – LANGFORD CAMPUS		
Classification	Administrative	Oversight Responsibility	Office of Vice-President, Finance and Operations
Category	Facilities and Properties	Responsible Office	Operations and Resilience
Approval	Executive	Effective Date	2025-Aug-05
		Document No.	1106

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, please check the website to ensure you have the current version.

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

1.0 POLICY STATEMENT

This policy outlines the responsibility for the effective maintenance, security, safety, and cost-efficient operation of Royal Roads University (University or RRU) Langford Campus building and grounds. It also ensures that these facilities are used in accordance with University's directive for space usage.

2.0 SCOPE AND COMPLIANCE

- 2.1 This policy applies to the RRU Langford Campus, members of the **University Community, users, user groups, and third party(s)**.
- 2.2 The terms of this policy are monitored for compliance. Issues related to compliance are managed in accordance with applicable law and the University's policies, collective agreements, and contracts.

3.0 POLICY TERMS

- 3.1 There are three classifications of building hours for the RRU Langford Campus:
 - a. *Standard building hours*, when the building's exterior doors are open to the University community including the public.
 - b. *Managed building hours*, when the building's exterior doors are not open to the public, but access to the building is available for:
 - i. users with designated access;
 - ii. users who were in the building prior to managed building hours being applied; and
 - iii. users or third party(s) who have prearranged either through the space booking system or the Responsible Office to be in the building after managed building hours being applied.
 - c. *Unoccupied building hours*, when the building's exterior doors are not open to the University community except for those with designated access.
- 3.2 User groups set operational hours for their primary use spaces within the established standard building hours.

- 3.3 A user group may submit a request to the Responsible Office to extend established standard building hours. Extended use is monitored by the **West Shore Initiative Finance and Operations Committee**.
- 3.4 Bookable common space is available to reserve during standard and managed building hours through the University's booking system.
- 3.5 At the discretion of the RRU President or their delegate, access to the RRU Langford Campus may be closed as deemed necessary due to extreme weather events, emergency situations, and annual campus closure periods.
- 3.6 Non-assigned space in the building is under the stewardship of the Responsible Office.
- 3.7 Third-party campus use bookings are addressed under the *Third Party Campus Use Policy*.
- 3.8 Animals may be brought onto the University campus as governed by (a) the *Third Party Campus Use Policy* and (b) the *Animals in Buildings Policy*.
- 3.9 The main purposes of hallways, corridors, and other circulation space are to provide for the safe and unobstructed movement of people.
- 3.10 Alteration, addition, or improvement activities to the building or grounds requires approval from the Responsible Office as does the installation of temporary or permanent signage.
- 3.11 The University will monitor best practices and government legislation and revise this policy as required. In any event, this policy will be reviewed at least once every 3 years.

4.0 AUTHORITIES, ROLES AND RESPONSIBILITIES

- 4.1 The Vice-President, Finance and Operations:
 - a. delegates the administration of this policy and relevant standards, procedures, and directions to the Responsible Office to manage the usage of University buildings and grounds; and
 - b. informs Executive of any significant issue or matter that affects the safety, aesthetics, function, or accessibility of the University related to the use of University buildings and grounds.
- 4.2 The Responsible Office:
 - a. administers and manages this policy and relevant standards, procedures, and directions; and
 - b. informs the Vice-President, Finance and Operations of any significant issue or matter that affects the safety, aesthetics, function, or accessibility of the University related to the use of University buildings and grounds.

5.0 DEFINITIONS

For the purposes of this policy:

Third party 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.

University community means members of the Board of Governors, students, employees, contractors, volunteers, guests, visitors, and others who participate in any activity, program, or operation on a University campus.

User means a student, employee, or contractor who uses the University Langford Campus for the purposes of learning, teaching, research, or work.

User group means University employees and licensee employees who are responsible for the scheduling of any activity, program, or operation on the University Langford Campus.

West Shore Initiative Finance and Operations Committee means the committee established under the WSI Collaboration Agreement between Royal Roads University, Camosun College, and University of Victoria dated for reference as March 24, 2025.

6.0 INTERPRETATION

Questions of interpretation or application of this policy are referred to the Vice-President, Finance and Operations.

7.0 RELATED DOCUMENTS

Royal Roads University Documents and Information

- [Access Management Policy \(#1103\)](#)
- Building and Grounds Usage Standard (under development)
- Posting and Solicitation Policy (under review)
- Third Party Campus Use Policy

Legislation and Other Information

- [BC Guide Dog and Service Dog Act](#)
- [Principles for Standards for Police Service Dogs](#)

Review, Revision and Approval History

<u>Date</u>	<u>Activity</u>
2025-Aug-05	Approved by Executive; first effective date and implementation
2026-Aug-05	Next Review