

Title	Buildings and Grounds Usage – Langford Campus		
Parent Policy	Buildings and Grounds Usage	Responsible Office	Operations and Resilience
Classification	Administrative	Effective Date	2025-Aug-05
Category	Facilities & Properties	Document No.	1106-S
Approval	VP, Finance and Operations		

This standard 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 standards are posted on the policy and procedure website. If you have printed this standard, 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 PURPOSE

This standard supports sustainability, accessibility, operational consistency, and the protection of Royal Roads University (University or RRU) assets while facilitating academic, administrative, and extracurricular activities.

2.0 SCOPE AND COMPLIANCE

- 2.1 This standard 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 TERMS

3.1 Building hours

- a. There are three classifications of building hours for the University Langford Campus:

Building Hours Classification	Established Hours
Standard building hours	Monday to Friday, 8 a.m. – 5 p.m. Saturday and Sunday, 8 a.m. – 5 p.m.
Managed building hours	Monday to Friday, 6 a.m. – 12 a.m. Saturday and Sunday, 7 a.m. – 6 p.m.
Unoccupied building hours	Monday to Friday, 12 a.m. – 6 a.m. Saturday and Sunday, 6 p.m. – 7 a.m.

- b. Where a requirement is demonstrated for the building to be open on a regular basis other than as indicated in 3.1 a., the standard building hours may be adjusted with the approval of the RRU Vice-President, Finance and Operations.

- c. Standard building hours will be made publicly available on the RRU Langford Campus website.
- d. Campus Security Services may request identification from anyone in the building at any time.
- e. The University will announce holiday hours at least ten business days in advance.

3.4 Temporary Use of Buildings and Grounds

- a. Layouts for booths and displays related to temporary events (e.g., conferences, displays, or fairs) are submitted for approval to the Responsible Office.
 - i. Safety is a priority, including maintaining clear access to service connections and exits.
 - ii. The sponsoring work unit is responsible for the cost of layout drawings and any required building or fire code review.
- b. Erecting tents or other temporary shelters requires approval from the Responsible Office.
- c. Overnight occupancy of tents or temporary shelters is not permitted.

3.5 Bicycles and Other Recreational Wheeled Conveyances

- a. All bicycles must be stored in designated bicycle storage areas.
- b. Bicycles and other recreational wheeled conveyances, including electric or motorized models, are not allowed inside the building.
- c. Bicycle and other recreational wheeled conveyance batteries are prohibited inside the building.

3.6 The University will monitor best practices and government legislation and revise this standard as required. In any event, this standard will be reviewed at least once every 3 years.

4.0 AUTHORITIES, ROLES AND RESPONSIBILITIES

4.1 The Responsible Office administers and manages this standard.

5.0 DEFINITIONS

For the purposes of this standard:

Managed building hours refers to times when the building's exterior doors are not open to the public but are accessible to designated access card holders, users, and third party(s) as outlined in Section 3.1 of the Buildings and Grounds Usage Policy.

Standard building hours refers to times when the building's main exterior doors (at the corner of Goldstream and Peatt are open to the University Community.

Unoccupied building hours refers to times when the building's exterior doors are access managed for all users, third party(s), and the public except for those persons with designated access.

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.

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.

6.0 INTERPRETATION

Questions of interpretation or application of this standard are referred to the Associate Vice President, Operations and Resilience.

7.0 RELATED DOCUMENTS

Royal Roads University Documents and Information

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

Review, Revision and Approval History

<u>Date</u>	<u>Activity</u>
2025-Aug-05	Approved by VP, Finance and Operations; first implementaiton and effective date
2026-Aug-05	Next Review