



University of Saskatchewan Space Allocation Guidelines

- 1) The Space booking Office, a unit within Registrarial Services, is primarily responsible for booking classrooms, lecture theatres, seminar rooms, lounges and outside spaces. All requests for space, regardless if the event is to be held inside or outside, should be directed to the Space Booking Office. **All events in the evenings and weekends, regardless of the building, need to be formally booked with the Space Booking Office.** Formally booking the space will allow the Space Booking staff an opportunity to provide the client with information on general space use guidelines and on matters related to liability insurance requirements. Information on room capacities and space service rates are also available from the Space Booking Office. Excluded are the athletic and recreational spaces, which are booked by the College of Kinesiology. Buildings will be opened and closed by (Custodial/Protective Services) at the hours as determined by the designated head.
- 2) The Space Booking Office will assign spaces in the following priority order:
 - a) Academic Departments, Distance Education Unit (DEU) and Vice Provost Teaching and Learning (VPTL) - for academic program needs.
 - b) Administrative departments - groups and functions authorized by the University of Saskatchewan Students Union (USSU) as well as the Graduate Students' Association.
 - c) Conferences authorized by Culinary Services - a space service fee, will be applied (see item # 7, Service Fee Rates). The fees received for space rental are to be paid to Registrarial Services.
 - d) Non-University organizations - Sponsorship is required to use campus and a space service fee will be applied (see item #7). The fees received are to be paid to Registrarial Services.
- 3) All faculty and staff are to book space using 25Live. Spaces will appear as "tentative" until the request is assigned and confirmed.
- 4) Guidelines used for the timetabling and scheduling of academic activities for fall and winter session are summarized as follows:
 - a) The Space Booking Office is responsible for scheduling approximately 170 classroom and theatre spaces on campus. This excludes classrooms



- in St. Thomas More, Theological Colleges and the Royal University Hospital. Colleges/Departments may have priority use over some spaces provided that they are being effectively utilized in terms of room usage and seat utilization.
- b) Room assignments are made on the basis of need rather than historical arrangements. Space Booking assesses the demand for space as compared to the space utilization when allocating space.
 - c) Convenience and a maximum travel time of ten minutes between classes are aspects that the Booking Office will give attention to when assigning classrooms.
 - d) All colleges and departments establish their own timetables, build and maintain their own course files in SIRIUS (software used as a repository for class data). SIRIUS software is managed by VPTL. Information on the deadlines for the submission of the timetables is available through the VPTL website. Timetabling assistance, with the aid of computerized software, is available in Space Planning for those that require assistance.
 - e) The timetables of all colleges and departments are to follow the same class pattern in order to maximize the effective use of space. The basic pattern of one-hour classes on Monday, Wednesday & Friday and one-and-a-half hour classes on Tuesday & Thursday will be maintained.
 - f) The minimum standards for determining if a classroom or lecture theatre is being effectively used are 30 hrs per week of room usage with 60% seat utilization.
- 5) Examinations – All University facilities, including gymnasiums, suitable for examination use will be under the control of the Space Booking Office for the purpose of room scheduling during the examination period. Colleges and Departments will be consulted for the requested use of laboratory and other non-classroom spaces that may also be needed for examination purposes.
- 6) Opening & Closing of Buildings - Custodial staff are responsible for the opening and closing of buildings when staff members are on duty in the buildings. When they are not on duty and buildings are required to be opened and closed, this becomes the responsibility of Protective Services. The Custodial Manager will provide Protective Services with a schedule outlining the buildings and when custodians are available to provide the service.



- 7) Serving of Alcoholic Beverages – Use of alcoholic beverages is limited to specific locations on campus. See the permit located in the Space Booking Channel in PAWS. Functions involving liquor are required to hire one of the campus food providers to serve/provide alcohol at a function which they have booked on campus.

The Board of Governors is responsible for determining the suitability of spaces to be authorized for liquor functions. A temporary liquor permit to extend a liquor license to a particular space may be sought through Consumer Services by contacting liquorpermitinquiries@usask.ca.

The University of Saskatchewan Students' Union authorizes student liquor functions.

- 8) Service fees for space use are under review- for details on rates contact space.booking@usask.ca.
- 9) Weddings- Requests for the use of space for outdoor weddings will only be accepted through one of the campus food service providers (Marquis Hall, University Club or Louis'.)
- 10) Filming - The Office of Communications gives approval for filming by film companies at the University of Saskatchewan. The Space Booking Office is then notified by Communications to make the necessary arrangements for the use of University facilities according to the 'conditions for filming/videotaping/photographing'. A minimum of five working days is required as well as a Certificate of Liability Insurance. Additional costs for services such as electrical, grounds and parking, as determined by Facilities and Parking and Transportation Services will also be recovered from the film company. The Space Booking Office will be responsible for the collection of these fees, which are to be paid to Registrarial Services.
- 11) Grounds - The types of use and services required to accommodate events on University grounds are approved and coordinated by the Space Booking Office and Grounds. The Space Booking Office, in consultation with Grounds, assigns the use of University grounds, with the exception of



athletic areas. Costs associated with providing services for the event are to be paid to Registrarial Services.

- 12) Outdoor Spaces – A request to use an outdoor area for a purpose, other than its intended use, is to be sent to the Space Booking Office. The request will be reviewed in consultation with Grounds; with the College of Kinesiology or Parking and Transportation Services if applicable, before approval for space is given.
- 13) Food- The Space Booking Staff are responsible for the assignment of spaces at which food is sold, offered for sale or displayed, as these functions may be considered itinerant eating establishments and are subject to the regulations of the University and the Saskatoon Health Region. The serving of food is limited to specific locations. Food and drink are not permitted in spaces normally used for teaching. This applies to all functions and spaces except those held at the University Club, Food Services (Marquis Hall & cafeterias) or in USSU facilities.
- 14) Use of Public Corridors/Ramps/Stairs – The placement of items in public corridors, hallways, vestibules and other open areas within buildings must follow the guidelines available through the Booking Office.
- 15) Posters – All posters are to be restricted to bulletin boards or surface areas as approved by Facilities. All posters must first be authorized and stamped by an authorized college representative. Any material posted on any other surface will be removed. An exception to this would be during the [USSU Elections](#).
- 16) Coverage by Custodial Staff – The University provides sufficient custodial staff to cover its interests for all activities occurring during, or after operating hours. The client may be charged, at current labor rates, for the number of University staff required to set-up and take-down or remove furnishings, to clean the facility after a function. An additional charge may be levied against the client whenever damages or unusual wear and tear result from the activity. If additional custodial services are needed after hours, contact the Customer Service Center once the booking is confirmed.



- 17) Allocation of campus facilities for commercial purposes, or private businesses, is only permitted with the approval of the Vice-President (Finance & Resources), or designate in Corporate Administration. Before the space is allocated, the user is also required to obtain liability insurance for the duration of the space use and the amount of coverage is determined by Risk Management and Insurance Services. In addition, arrangements and fees for the use of any services and equipment from Equipment Services, Information and Communications Technology (ICT), also need to be confirmed as part of the agreement.

For use of any University space by an external group (even if a staff member belongs to this group), a request must be submitted to the Space Booking Office. An insurance certificate is required (submitted to the Booking Office). Service fees will apply for the use of the space.