

Policy Number	6.3
Approval Body	Executive Committee
Policy Officer	VP Finance + Administration
Approval Date	June 2001
Review	2012

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## 6.3 FACILITY SPACE ALLOCATION

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### ENABLING LEGISLATION + LINKED POLICIES

*Laws of General Application*

### OBJECTIVE

The objective of this policy is to establish a priority for booking space at Emily Carr University of Art + Design (University) campuses.

### SCOPE

This policy applies to all University facilities and grounds.

### POLICY

Space at the University will be booked in the following priority:

#### A. INTERNAL GROUPS

1. Full and Part Time Credit Programming
2. Continuing Studies Programming
3. University special events that are required in the course of curriculum planning (i.e.: Portfolio Days; Grad Show; Foundation Year Show)
4. University group meetings (i.e.: Board meetings; Senate meetings; Faculty meetings; Foundation Board meetings; CUPE and Faculty Association meetings; etc.)
5. University special events that promote and heighten awareness of the University and its programs (i.e.: First Nations Awareness Day; Open House; Board receptions)
6. University sponsored events such as hostings of provincial standing committees of which an University staff, faculty or administrator is a member; external business organizations where University is promoting student work; etc.
7. Student led curricular groups (i.e. study groups)
8. Student Union extracurricular activities (i.e. Pub nights, special events, Student Union sanctioned committees)

**B. EXTERNAL GROUPS:**

1. Ministry, government, post secondary, K-12 educational groups
2. External Provincial art, media and design groups
3. Other external groups

**C. GENERAL**

1. The University ***will not*** book space for any religious group or political party, unless a political event is an “all candidates meeting” and includes wide representation.
2. Space will not be allocated for any groups whose mandates or fundamental beliefs contravene the *Human Rights Act*, or any other Canadian, BC or municipal legislation.
3. Categories B1 through B3 will be charged for bookings in accordance with University Facilities; charges may be reduced or waived by the Vice President, Finance and Administration upon application.

**POLICY SUPPORTS**

6.3. 1 Facility Space Allocation Procedures