

Complete Policy Title: Policy on the Use of University Facilities for Non-Academic Purposes	Policy Number:
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Responsible Executives: Vice-President (Administration) and Associate Vice-President, Students and Learning and Dean of Students	Enquiries: Policy (University Secretariat) Vice-President (Administration)
DISCLAIMER: <i>If there is a discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.</i>	

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PREAMBLE

McMaster University is a public institution located on private property and whose facilities are used as a first priority for the academic and research activities of the University. After this priority has been met the facilities may be reserved for use by members of the University community and others.

As a public institution, the University is open to any member of the public as long as that member conducts him/herself in accordance within the law and the policies of the University.

In using the university facilities, the individual/organization assumes all financial responsibility for any loss of, or damage to, University property and agrees further to indemnify and save harmless the University against any and all liability, losses, damages, costs or expenses which it may incur, suffer or be required to pay by reason of any contravention of any of the conditions contained in this policy or the rental agreement.

The University reserves the right to deny/cancel future booking privileges for space on campus by individuals or groups who do not conform to the terms of usage.

A. SPACE

1. General Booking Policy

All University facilities and outdoor space for activities of a non-academic nature are primarily reserved through Conference and Event Services (CES) for use by members of the McMaster community and by non-University individuals or organizations.

Some restrictions apply:

a. University facilities which may not be booked:

- Employee lounge areas
- Staff and faculty offices
- Research and Hospital facilities
- Lobbies, hallways/corridors, and stairwells (due to fire restrictions)
- Hospitality Services kitchens/cooking facilities
- Residence buildings (September – April)

b. Faculty and Department Internal Booking Procedures

Faculties and departments may have internal booking procedures and administration fees which apply to their localized departmental space. See **Appendix A** for a list of related booking procedures.

After these internal policies, CES may reserve faculty/departmental space for non-academic uses with the approval of the faculty/department as captured in localized access agreements between the faculty/department and CES.

2. Categories of Non-Academic Users and Conditions

Rental fees and cost recoveries are driven by the characteristics of the user. Certain groups will be allowed to use university facilities without payment of a fee. Details follow. CES will make the final determination on the application of fees. All groups must complete an online Space Request Form available from CES.

a. Recognized Campus Groups

As well as individual employees, departments, institutes and research groups of the University, this category includes organizations that are University supported (e.g., McMaster Alumni Association, McMaster University Faculty Association, McMaster University Retiree Association, and units recognized under the Labour Relations Act (e.g. SEIU, CUPE, Unifor), all of which play a role in the life of the University.

This category also includes all Recognized Student Groups as defined by the *Policy on Student Groups* (e.g., McMaster Students' Union, Graduate Student Association, McMaster Association of Part-Time Students, and Faculty Societies).

Groups falling within this category will normally be expected to cover the operating costs, including booking fees, of the event but will not be charged a facility rental fee.

b. Accredited External Organizations

Accredited External Organizations are those with a special or direct relationship to the University, normally of an educational, cultural, professional or social service nature, and are non-profit in operation (e.g. other educational institutions).

Groups falling within this category will normally be expected to cover the operating costs, including booking fees, of the event but will not be charged a facility rental fee.

The waiver of a facility rental fee is accorded by virtue of the non-profit nature of these organizations. If an event is intended to be a material profit-maker, the university reserves the right to charge a facility rental fee.

c. Non-Accredited External Organizations

All other organizations are required to cover the operating costs, including booking fees, and pay a facility rental fee for the use of University facilities regardless whether a fee is charged to the users by the organization or whether the services of university staff are required.

d. Exceptions

Where the activities are deemed to advance the mission of the University, the President or Vice-Presidents of the University may request cost recoveries/facility rental fees be waived or reduced for alumni, donor-sponsored, government relations and/or public relations events via written communication to CES on behalf of VP Administration.

3. Booking Arrangements

Recognized Campus Groups and Accredited External Organizations may make arrangements for space according to the type of space in the following ways:

a. Academic Classes, Exams, Seminars and Meetings

Rooms for undergraduate courses, seminars, tutorials and labs, will be booked by the Office of the Registrar, Exams and Scheduling. This service extends to day and evening courses for Faculties.

b. General Events, Meetings, and Functions

Space for non-academic purposes are booked through and/or referred by CES unless the space is governed by an internal booking procedure (see **Appendix A**) (i.e. MUSC, McMaster Libraries, etc).

c. Governance Meetings (Council Chambers)

Annually scheduled Board and Senate meetings will be provided priority access to Council Chambers (Gilmour Hall 111). Requests for Faculty Council Meetings made to CES, by the annual deadlines, will receive subsequent priority access to Council Chambers.

d. Outdoor Space/Grounds

The grounds (other than outdoor Athletic & Recreation fields) must be booked through CES.

4. Conference and Event Services Responsibilities

CES is the primary area responsible for receiving, coordinating, and/or referring requests for university facilities and outdoor space of a non-academic nature, for use by members of the McMaster community and by non-University individuals or organizations.

CES provides the following services on a cost recovery basis to Recognized Campus Groups and Accredited External Organizations:

- Confirm space for faculties and departments without internal booking procedures
- Refer space inquiries to faculties and departments with internal booking procedures
- Coordinate conferences, events, and residence accommodations
- Qualifying and coordinating event details with Hospitality Services, Parking and Security Services, Athletics and Recreation, Environmental and Occupational Health Support Services (EOHSS), Facility Services, Campus Classroom Technologies, AVTEK Productions, Communications and Public Affairs, 3rd party rental supply companies, etc.
- Administration of rental contracts for external organizations

a. Conditions for Bookings:

- The University reserves the right to redirect or move the location of events (e.g. Homecoming, MSU Campus Events, etc.), even after initial approval is given if the choice of location requested by the individual/organization may not be the optimal location in the view of the University.
- All student events must comply with the *Policy on Student Groups*. CES will not process requests without approved risk management forms.
- Event Organizers should consult the University's guidance for event organizers, *Freedom of Expression, Protest and Dissent: Guidance for Event Organizers and Participants* in planning their event and are responsible for communicating this guidance and the expectations of the University to invited speakers or performers and for securing their agreement to them in advance of the event.
- All rental of space requires proof of insurance. Traditional meetings require insurance in a minimum amount of \$2 million with McMaster University listed as additional insured. Events surpassing a traditional meeting require insurance in a minimal amount of \$5 million.
- Access to network services provided by the University in accordance with *Network Policy and Terms of Service*. Event organizers will be responsible for ensuring that all devices connected to the network are configured and used in compliance with the University's *Information Security Policy*.
- Access to other IT services and support provided consistent with the same conditions, arrangements and costs of those provided to the McMaster University community; event organizers will be responsible for making arrangements with the necessary McMaster IT units and external service providers in consultation with Housing and Conference Services.
- External caterers are not permitted on University property (with the exception of the McMaster University Medical Centre) without express written consent from Hospitality Services as per the Campus Food and Beverage Policy.

- The University's *Policy on Discrimination and Harassment: Prevention and Response* applies to all events held on University premises. In keeping with this, the display of any posters, signs, symbols, emblems, displays, or other similar representations which promote hatred or discrimination against any person or group of persons based on a prohibited ground listed in the *Ontario Human Rights Code* is not permitted. The contravention of this condition may result in the denial of the use of University facilities to the offending individual/organization for an indefinite period at the discretion of the University.

5. Smoke, Pyrotechnics, Carnival, Drones and Open-Air Burning

McMaster University does not permit smoking in any University owned or leased building, on University property, in any University owned vehicle or in any vehicle while on University property.

Events that include carnival type equipment, laser shows or request for drones to be used on campus are subject to written submission and approval by EOHSS.

No individual or group shall be allowed to use pyrotechnical displays or open air burning on the campus without written application and approval of EOHSS. An exception, as cited in McMaster's *Tobacco & Smoke Free University Policy*, is the burning of Indigenous Sacred Medicines, which is permitted within the L.R. Wilson Hall Indigenous Studies Ceremonial Room and the McMaster Indigenous Circle.

6. Noise

Excessive noise which disrupts the activities of others is unacceptable on campus. In particular this pertains to the operation of sound amplification systems. It should be noted that the University is not exempt from the City of Hamilton noise by-law.

7. Newspaper Boxes, ATMs, Vending Machines

Application for the installation/placement of these items on campus shall be made to Facility Services. Those organizations permitted to have these items on campus are responsible for ensuring these are maintained.

8. Campus Signage

a. Temporary Signs, Banners and Mobile Signs

In an effort to maintain campus aesthetics, the use of signs, banners, displays, and mobile signs requires the prior approval of the AVP Facility Services.

b. Branded External Signage on University Facilities

The *Guidelines for Branded External Signage on University Facilities* ensures University communications materials posted on the exterior of University facilities (i.e. buildings, lamp-posts, etc.) comply with McMaster University's Brand Standards, architectural standards, building & safety codes, and applicable regulations, and align with the University's overall on-campus community plan and aesthetics. Requests to install a banner or other branded sign on campus require authorization which will include:

- Requests for the display of branded external signage on University facilities must be approved by the Vice-President (Administration)/Chief Facilities Officer. Proposed

signage that requires a material change to the exterior of a University building (e.g., installation of hooks or brackets requiring drilling) should be evaluated by Facility Services for impact on structure, adherence to Health and Safety requirements, and other facility planning considerations. The requesting group will bear the costs of removal or repair of damage to facilities caused by signage installation.

- Proposed materials for external display must also be reviewed for brand standards compliance by the University's Marketing office and approved by the Assistant Vice-President, Communications and Public Affairs or Executive Advisor, Marketing.
- Lastly, requests must be approved by the director/administrative lead most responsible for the facility (or for any piece of equipment required for the specific facility) where branded external signage will be displayed.

Any materials posted in violation of the Guidelines for Branded External Signage on University Facilities will be removed and discarded by the authorizing office or by security and/or facility services personnel. Clean up and/or repair charges will be collected from the group in question.

c. Posting of Notices

Refer to **Appendix B**.

B. SOLICITATION AND COMMERCIAL ACTIVITY

1. Campus Solicitation

The distribution of non-McMaster related advertising matter, giveaways, commercial or business promotional material, as well as telephone solicitations, personal solicitation, and charitable appeals are not permitted unless approval has been received in writing from the Office of the Vice President Administration.

2. Commercial Activity

The sale of merchandise and services on campus shall be exclusively provided by:

- Recognized University Ancillary Units as outlined in **Appendix C**
- Athletics and Recreation
- Recognized Student Groups (as noted in 2a)
- External companies under contract or agreement with the University.

Except as noted above, no group, organization, or individual shall engage in commercial activities on campus without written permission of the Vice-President (Administration) which is to be obtained via CES. Such activities will not directly compete with existing university Ancillary Services or Recognized University Groups unless the permission of the appropriate service or department is obtained by CES. Full cost recoveries and facility rental fees will apply for all activities of a commercial nature.

Commercial and educational filming on campus is governed by *Guidelines for Filming at McMaster University*, and is coordinated by CES.

C. FREEDOM OF EXPRESSION, PROTEST AND DISSENT

The University's [Freedom of Expression website](#) outlines the University's commitment to these important freedoms, gathers together the University's [policies and statements](#) on freedom of expression and related matters, and provides further [context and information](#).

D. RELATED LINKS AND POLICIES

- Campus Food & Beverage Policy
- Code of Student Rights and Responsibilities
- Domestic Animals in the Workplace Program (RMM409)
- Freedom of Expression, Protest and Dissent: Guidance for Event Organizers and Participants
- Guidelines for Filming at McMaster University
- Guidelines on Acceptance of Advertising
- Guidelines for Branded External Signage on University Facilities
- Noise Control and Hearing Protection Program (RMM403)
- Optimizing McMaster's Ancillary Units in Support of the Operating Budget Memo
- Policy and Regulations Governing the Non-Academic Use of the Athletic and Recreation Facilities (Ivor Wynne Centre, David Braley Centre, Ron Joyce Stadium, Athletic Outdoor Venues)
- Policy on Student Groups
- Policy on Discrimination and Harassment: Prevention & Response
- Tobacco & Smoke Free University Policy
- University Alcohol Policy
- University's Information Security Policy
- University Network Policy and Terms of Service
- Unmanned Ariel Vehicles (Drones) Campus Guidelines

Appendix A (Separate Booking Procedures)

Separate Booking Procedures

Faculties and departments may have internal booking procedures and administration fees for their department-controlled space which may be more restrictive than the Policy on the Use of University Facilities for Non-Academic Purposes (PUFNAP). All provisions of PUFNAP will apply in addition to these additional requirements.

CES assists with the booking of space for faculties and departments without internal booking procedures. CES refers inquiries to faculties and departments with internal booking procedures for coordination with interested parties.

The following McMaster properties have internal booking procedures. Please visit their websites for details and directions:

Athletics and Recreation (including the David Braley Athletic Centre)

David Braley Health Sciences Centre

Faculty of Health Sciences (MDCL) and McMaster University Medical Centre

Faculty of Humanities (L.R. Wilson – Black Box Studio and Performance Theatre)

Hospitality Services

McMaster Innovation Park

McMaster Libraries

McMaster University Student Centre

One James North (including the Centre for Continuing Education)

University Club (Alumni Memorial Hall)

This appendix may be updated from time to time as new booking procedures are added.

This list was last updated: July 2018

Appendix B (Posting of Notices)

Posting of Notices

In an effort to maintain campus aesthetics while encouraging communication, the following policies apply.

a. Bulletin Boards

Bulletin boards located within assigned offices will be used in accordance with regulations developed by persons in charge of those spaces. Department bulletin boards located in public areas in academic and administrative buildings are reserved for use by the department occupying that area, and may be used only with that department's approval. Bulletin boards not displaying a department contact may be used without permission by recognized campus groups and McMaster personnel, subject to the following conditions:

- i. The number of posters for an event shall be limited to not more than 100;
- ii. No more than one poster advertising an event shall be placed on any board
- iii. Posters about events involving legal substances must conform to the University Guidelines on this form of advertising;
- iv. All posters, except those initiated by departments or offices of McMaster University, must be approved and stamped by the McMaster Students Union. Approval can be obtained from the MSU Underground Media and Design;
- v. All public boards will be cleared once per month by Facility Services.

b. Campus Information Screens

Information Screens located in public areas in academic and administrative buildings are reserved for use by the department controlling space in that area and may be used only with that department's approval. All Campus Information Screens must be compatible and integrate with Security Services software for campus emergency notification.

c. Office Doors

Office doors may be used to post grades and class or department notices. Masking tape (not tacks, staples or Scotch tape) should be used for such posting to avoid damage to doors. Office occupants are responsible for removing such notices when they are no longer necessary.

Requests for permanent, engraved plastic signs should be forwarded to Facility Services through a Work Requisition.

e. General Areas

Posters or notices should not be placed on doors, glass, exterior or interior walls, ceilings, furniture, columns, light poles, trees, sidewalks, etc. Posters and notices improperly displayed will be removed by Facility Services.

Posters or notices concerning University Examination Timetable, University Lecture Timetable and Student Elections only may be placed on solid doors and walls, but in no case shall they reduce safety (e.g. they must not cover alarms, directional signs, etc.).

f. Other

- Exceptions to this policy must be approved by AVP Facilities Services, extension 24773;
- Posting of notices in all residence buildings are governed by policies established by Director, Housing and Conference Services office, extension 22909.
- Any violation of this policy may result in one or more of the following sanctions being applied:
 - All notices will be removed from the campus;
 - Clean up and/or repair charges will be collected from the group in question;
 - Privileges regarding posting of notices and use of University space will be withdrawn for an indefinite period of time.

Appendix C (Recognized University Ancillary Units)

Recognized University Ancillary Units

Ancillary Unit	Support Services
Campus Store	<ul style="list-style-type: none"> • Retail sale of goods on campus • Sale of course related materials (I.e. Lab books, textbooks, courseware, student course supplies) • McMaster or Marauder branded merchandise • Electronic course offerings (including ebooks and access codes) • Computer sales
Continuing Education	<ul style="list-style-type: none"> • Professional Certificate and Diploma Programs (funded through tuition assistance) • Professional Development Courses and Computer Training (funded by HR) • Custom work for McMaster departments <ul style="list-style-type: none"> - Competency Frameworks - Training Needs Assessment - Training Benchmarking Studies - Instructional Design of Professional Development programs - Training Evaluation and/or Survey Design
Hospitality	<ul style="list-style-type: none"> • Food services • Catering services • Conference food services
Housing and Conference Services	<ul style="list-style-type: none"> • Central booking/coordination of indoor and outdoor campus spaces, as governed by PUFNAP • Special event coordination • Online Event Registration and payment • Summer Accommodation (May – Aug)
Media Production Services	<ul style="list-style-type: none"> • Project management, creative design and copywriting for print, multimedia and electronic applications • New media, video, variable data communications and web programming/design, digital publishing and mobile app development • Four-colour and black and white printing with full bindery services • Signage and related products including large format posters, displays, mounting, banners, flags • Custom Course pack production, Optical Character Recognition (OCR), digital scanning diplomas, convocation brochures, annual reports • Management and support of campus fleet copiers (PrintSmart) • Exam Scanning Services
Parking	<ul style="list-style-type: none"> • Parking facilities • Transit infrastructure