

1.0 POLICY STATEMENT

- 1.1 MacEwan University (the “University”) manages its physical spaces as strategic resources to support academic, administrative, and community needs. The University strives to allocate space efficiently, equitably, and sustainably, in alignment with institutional priorities and safety standards, and promotes transparent and consistent decision-making in the use of University Facilities.

2.0 PURPOSE

- 2.1 The purpose of this policy is to provide a clear framework for the use of University Facilities for Internal and External Events that fall outside regular academic programming and operational requirements. It supports the University’s commitment to responsible resource management, community engagement, safety, sustainability and alignment with institutional priorities.

3.0 APPLICABILITY

- 3.1 This policy applies to all requests for the use of University Facilities by Groups.
- 3.2 It does not apply to instructional use of Facilities for credit or non-credit courses, or to learning activities that form part of a University course or academic requirement, which are governed by the *Academic Scheduling of Classes Standard*.

4.0 DEFINITIONS

Affiliated Entity

An individual or organization with a formal connection to the University through a partnership, agreement, or recognized affiliation.

Alterations

Any temporary or permanent modification, addition, or physical change to University Facilities, including but not limited to installation of structures, signage, fixtures, equipment, furnishings, decorations, or utilities connections.

External Entity

An individual or organization with no formal connection to the University, including employees or students when booking space for personal use.

External Events

A non-instructional activity organized, funded, or hosted by an External Entity or Affiliated Entity for non-University purposes.

Facilities

Any land or buildings, or part thereof, indoor, outdoor or airspace, owned or controlled by the University, including without limitation all classrooms, meeting rooms, laboratories, special function spaces, tables used for commercial purposes, and common areas.

Group

Any individual or organization using University Facilities including an Affiliated Entity, External Entity, Internal Entity.

Internal Entity

A University faculty, program, department, or employee acting in an official capacity.

Internal Events

A non-instructional activity organized, funded, and hosted by an Internal Entity for University purposes.

Prohibited Conduct

- conduct prohibited by law (including municipal bylaws);
- conduct prohibited by University policy;
- conduct that threatens or endangers the health and safety of a person or creates reasonable fear for that safety;
- unauthorized prevention of access to, or egress from, University Facilities;
- conduct that threatens or disrupts regular operations of the University; or
- erection of unauthorized structures or encampments without prior, written approval from the Vice-President Finance and Administration & CFO (“VPFA”) or designate.

5.0 POLICY ELEMENTS

5.1 Authority to Grant Permission

5.1.1 Permission to use University Facilities for Internal Events or External Events may be granted by the following Approving Offices (collectively, the “Approving Offices” and each an “Approving Office”):

- 5.1.1.1 Conference and Event Services (“CAES”) for Affiliated Entities and External Entities;
- 5.1.1.2 Relevant faculties or administrative units for Internal Entities; or
- 5.1.1.3 VPFA or delegate for exceptional requests, including alterations to Facilities or erection of structures.

5.2 Guiding Principles

5.2.1 Approving Offices may grant permission where the proposed use:

- 5.2.1.1 Is lawful and does not disrupt University operations, including academic activities and priorities as set forth in the *Academic Scheduling of Classes Standard*; and
- 5.2.1.2 Aligns with the University’s policies, and operational procedures.

5.2.2 Permission will not be granted for uses involving Prohibited Conduct.

5.2.3 Approving Offices may impose conditions on a Group’s use of Facilities as appropriate to the nature, scale, and context of the event.

5.2.4 In assessing requests, the approving office shall, where appropriate, consider the principles of free expression, including those set out in the University’s *Free Expression on Campus*

Policy. These considerations shall inform, but not determine, the decision, which must also reflect other relevant factors such as safety, operational requirements, and institutional values.

- 5.2.5 Approval to use University Facilities shall not be interpreted as University endorsement or support of the activities, values, or views of any Group.

5.3 Responsibilities of Groups

- 5.3.1 Each Group using University Facilities is responsible for ensuring that both it and its attendees comply with any conditions imposed by the Approving Office, and all applicable laws and University policies, including refraining from any Prohibited Conduct.
- 5.3.2 Use by Affiliated Entities and External Entities must be formalized through written agreements detailing the permitted use, fees, insurance requirements, and compliance obligations.

5.4 Booking Considerations

- 5.4.1 Use of Facilities shall comply with the following order of priorities:
- Courses and learning activities as outlined in the *Academic Classes and Scheduling Standard*;
 - Internal Events;
 - External Events.
- 5.4.2 Facility use by Internal Entities, Affiliated Entities, and External Entities is subject to availability, approval, and applicable fees or conditions as outlined in University procedures.

5.5 Alterations to Facilities

- 5.5.1 Where a request for the use of Facilities includes any Alterations to those Facilities, the Approving Office must consult with, and obtain the written consent of, the VPFA or designate before approval.

6.0 ASSOCIATED PROCEDURES

- Facilities Rental Procedure

7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- Campus Security Policy
- Designation and Allocation of Space Policy
- Facilities Operation and Maintenance Policy
- Academic Scheduling of Classes Standard
- Free Expression on Campus Policy

8.0 ACCOUNTABILITY**Policy Sponsor**

Vice President, Finance and Administration & CFO

Responsible Office

Campus Services

9.0 HISTORY**Relevant Dates**

Approved: **25.11.19**

Effective: **25.11.19**

Next Review: **30.11**

Modification History

84.20.16:	D1450 Facility Rental approved by Board Motion 9-8-83/84. Replaces old Board Policies 7.6 and 7.11 approved 17-13-71/72 and 1-10-72/73.
94.08.23:	Revised and approved by Board Motion 4-01-94/95.
01.09.04:	Revised and approved by Executive Committee.
03.02.01:	Title and format updated – “Finance Department” changed to “Financial Services Department.”
09.10.08:	Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10.
09.12.01:	Revised and approved by Executive Committee to amend Section 4.1 and remove Schedule 1 rates.
10.04.08	Revised and approved by Board Motion 01-4-8-2009/10.
12.09.27:	Revisions approved by Board Motion 01-09-27-2012/13.
21.06.03:	Comprehensively revised. Approved by Board motion #01-06-03-2020/21.
25.11.19:	Comprehensively revised, included a title change (formerly titled Facilities Rental). Approved by President’s Policy Committee Action Log Reference #EC 2025.11.19-03.3.