EVENT SPACE MANAGEMENT & ROOM BOOKING

Policy Number: __FS001EN__
Issue Date: __16 April 2018__

1. PURPOSE
    This policy describes how AUP manages requests to use classroom space for events, meetings, and student activities. As the demand for classroom space grows, it is important that the process for requesting space be rational and transparent to ensure efficiency and fairness. This policy prevents event overlap, encourages coordination of events across campus, and helps increase the success of such events.

2. WHO IS AFFECTED BY THIS POLICY
    Employees and students requesting classroom space for AUP events, meetings, and student activities. Occasional outside organization and affiliations who have been granted administrative approval to hold events on campus.

3. POLICY STATEMENT

    - All requests for classroom space will be categorized into one of three event types, as per the criteria defined in Section 1. Based on the event type, specific timeline requirements and procedures apply, described in Section 2.
    - In the spirit of fairness and transparency, this room booking policy will be strictly enforced. In order to assure that the entire AUP community is aware of the new policy, every member of the community who wishes to reserve space on campus will need either to agree to the policy or forfeit his or her ability to reserve classroom space on campus.
    - Before processing any requests, the Registrar's Office will verify that the requestor has agreed to this policy via the user agreement check boxes on the room booking reservation form.
    - No room booking requests will be accepted via email, phone or in person.
    - Room booking requests are limited to current AUP community members (current students and employees).
        - In some limited and special cases that further strategic relationships with partner institutions, the President may approve requests from external parties, such as other non-profit institutions or vendors who wish to rent AUP event space. The Office of the President will work closely with The Registrar's Office to determine the appropriate booking procedure, giving priority to the AUP community.
    - All events including external guests must provide a list of the names of participants to Security at least two business days prior to the event.

SECTION 1 – DEFINITION OF EVENT TYPES

	A. Simple Room Booking Event	B. Low Administrative Impact High Community Interest	C. High Administrative Impact High Community Interest
Number of expected participants	Up to approx. 25 people	Usually greater than 25 and less than 150 people.	Usually greater than 25 and less than 200 people.
Event organizers	Faculty, staff, students	Faculty, staff, students with staff intervention	Faculty, President's Office, Alumni Office
Nature of the event	• Student club meetings • Make up class / extra class session • Staff led workshop • Departmental / staff meeting	• Public film screening • Guest lecture • Student led event • Student development event • Academic Affairs event (Faculty Senate, TLC lunch, Council of Chairs) • Faculty led seminar / event	• Academic conference • High profile guest lecture • Administrative department led event (Board of Trustees, Alumni Weekends)
Maintenance needs	Limited in resources and time, if any.	Approx. 40 minutes to set up and to clean up.	At least 45 minutes for set up, up to a day, and also time for cleaning up.
Event hours	Within normal business hours, usually 1-2.5 hours long.	Normally in the evening.	These events take place <u>all day during the week</u>.
Number and types of classrooms	One small classroom or event room.	An event room (first floor Combes and PL-3). However, some staff-run workshops and student information sessions that take place in a regular classroom. May require more than one room.	Always an event room (first floor Combes and PL-3). May require more than one room.
Impact on campus	Minimal – no publicizing required.	Normally requires publicizing in advance. No class moves.	• Requires moving regular classes (if not an evening event). To justify moving classes, the Provost's Office, in consultation with Leadership, must approve the request to do so. • Requires advance publicizing. • May require extended building hours. Extending Building Hours requires the Academic Conference Hosting Petition workflow. • Needs to be planned and approved in advance so as to: - Avoid losing attendance to other activities happening on campus; - Avoid pulling attention from other activities on campus; - Avoid having too many people in Combes at once (to respect building safety regulations—ERP).

SECTION 2 – ROOM BOOKING PROCEDURE FOR EACH EVENT TYPE

A. Simple Room Booking Event.

The timeframe and procedure take into account the following:
- This procedure is intertwined with class scheduling. Room availability is extremely limited. Class enrollment is finalized after the first week of class (add/drop week). Courses are likely to be moved to accommodate final class enrollment, which can impact room bookings.
- No room may be reserved for a Simple Room Booking for a public event during Fall Break, Spring Break, Final Exam Week, and Orientation Week.
- Simple Room Booking staff events typically target student audiences. Therefore, publicizing an event (if applicable) typically occurs when students return to campus during the first week of classes.

Timeframe	Procedure

Room bookings submitted prior to the first week of class of the semester in which the reservation is to take place:
 	
• **For all classrooms except for C-104**: The request is noted in the calendar, however it is not a confirmed room booking and therefore not guaranteed. The reservation is officially confirmed and guaranteed once the first week of classes of the semester is over. During the second week of classes, if the room is still available, the Registrar's Office will send a confirmation email to the requestor guaranteeing the reservation of the room(s).
• **For C-104 (the event room)**: This room can be officially reserved for a reservation taking place during the upcoming semester Monday-Friday from Period 6 to building close.
 	
In any case, if the reserved room unexpectedly needs to be taken for a class (class moves due to unexpected circumstances), priority is given to the class.
 	
Latest to submit: 2 business days prior to the start date. No bookings will be processed the day before the requested start date.
	1. Requestor submits a booking request on the Online Room Reservation Tool.
	
	2. The Registrar's Office receives the request and proceeds to approve or modify the request based on the availability of the classroom requested.
	
	3. The request is confirmed and the room(s) reserved on the Event Schedules and Classroom Outlook calendars.
	
	4. The Registrar's Office forwards the event booking from the Event Schedules calendar to the following parties (if applicable):
	  a. Maintenance Team (for maintenance request processing)
	  b. HelpDesk Team (for multimedia request processing)
	
	5. The Provost's Office (Brenda Torney) removes these events from the University Events Outlook Calendar, if they are not of interest to the wider community (make-up classes, dept. meetings).

B. Low Administrative Impact / High Community Interest

In order to help avoid scheduling conflicts and to maintain an accurate University Event calendar that is populated at the beginning of the semester, room booking requests for these types of events must be submitted by the end of the first two weeks of classes of the semester in which the event is to take place. The Registar's Office will accept requests after this timeframe, but availability decreases exponentially as the semester progresses. In the past, this has led to events being cancelled or taking place off campus, which diminishes the benefits of the High Community Interest event for AUP.

Timeframe	Procedure

Room bookings submitted prior to the first week of class of the semester in which the reservation is to take place:
 	
• **For all classrooms except for C-104**: The request is noted in the calendar, however it is not a confirmed room booking and therefore not guaranteed. The reservation is officially confirmed and guaranteed once the first week of classes of the semester is over. During the second week of classes, if the room is still available, the Registrar's Office will send a confirmation email to the requestor guaranteeing the reservation of the room(s).
• **For C-104 (the event room)**: This room can be officially reserved for a reservation taking place during the upcoming semester Monday-Friday from Period 6 to building close.
 	
In any case, if the reserved room unexpectedly needs to be taken for a class (class moves due to unexpected circumstances), priority is given to the class.
 	
Latest to submit: 2 business days prior to the start date. No bookings will be processed the day before the requested start date.
	1. Requestor submits a booking request on the Online Room Reservation Tool.
	
	2. The Registrar's Office receives the request, consults with the Director of Administrative Services, and proceeds to approve or modify the request based on the availability of the classroom requested and building capacity.
	
	3. The request is confirmed and the room(s) reserved on the Event Schedules and Classroom Outlook calendars.
	
	4. The Registrar's Office forwards the event booking from the Event Schedules calendar to the following parties (if applicable):
	  a. Maintenance Team (for maintenance request processing)
	  b. HelpDesk Team (for multimedia request processing)
	  c. Security Coordinator (for external guest list processing)
	  d. Communications (for publicizing)

	5. The Provost's Office (Brenda Torney) removes these events from the University Events Outlook Calendar, if they are not of interest to the wider community (make-up classes, dept. meetings).

C. High Administrative Impact / High Community Interest	
Timeframe	**Procedure**

Earliest date: Up to 12 months prior to the event.
 	
Latest date (Best Practice): Requestors are highly encouraged to submit their requests two weeks before the first week of classes of the semester during which the event will take place at the latest and at least 4 weeks in advance for publicizing.
	1. Requestor submits a booking request on the Academic Conference Hosting Petition workflow for approval by the Provost's Office, in consultation with Leadership, the VP for Security, Operations & Student Services, and the Director of Administrative Services.
	
	2. Once an approval is obtained, it is forwarded to the Registrar's Office who then confirms the room booking(s) in the Event Schedules and Classroom Outlook calendars.
	
	3. The Registrar's Office forwards the event booking from the Event Schedules calendar to the following parties (if applicable):
	  a. Maintenance Team (for maintenance request processing)
	  b. HelpDesk Team (for multimedia request processing)
	  c. Security Coordinator (for external guest list processing)
	  d. Communications (for publicizing)
	
	4. No event is to be publicized by the requestor until the Registrar's Office sends a confirmation email and has added the event to the Outlook Events Calendar.
	
	5. Once a High Impact event is assigned a space on campus, the Registrar's Office will verify after Drop/Add that the space is still available. If not, the Registrar team will move the class(es) out of the room(s) in question.

4. RESPONSIBILITIES

Office of the Registrar	Overall supervision and enforcement of room booking.
Office of the Provost	Overall supervision and decision-making pertaining to High Administrative Impact Events with High Community Interest.
Administrative Services	Delivery of maintenance services and evaluation of the High Administrative Impact Events (with High Community Interest) workflow.
VP for Security & Building Operations	Communication of building hours, enforcement of security policy, evaluation of the High Administrative Impact Events (with High Community Interest) workflow.

5. APPROVALS & HISTORY

September 20, 2017	Submission of policy proposal from the Registrar's Office to the Office of Academic Affairs. (Authors: Pauline Bonnot (Acting Registrar) and Kyle McGuan (Registrar's Office assistant in charge of room booking and scheduling).
April 26, 2018	Approval by The Leadership Team.
November 1, 2021	Next review.

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