



## UBC Vancouver Booking Guidelines for General Teaching Space

### Background & Purpose:

The following guidelines have been developed in accordance with [Policy 107 - Booking and Rental of UBC Space](#) to support the booking of UBC's general teaching space; defined as space to be used for the teaching needs of faculties, departments, and schools. Enrolment Services is responsible for administering the booking of UBC general teaching space and is the primary contact for individuals wishing to book or rent such space. These guidelines will set booking priorities and rental rates, where applicable, of general teaching space for the following types of activities and/or events (see [Policy 107](#) for activity/event definitions):

- Core Academic/Educational Activities
- Other Academic/Educational Activities
- Athletic or Recreational Activities
- Administrative Activities
- Commercial Activities
- Events

These guidelines work in tandem with the [Academic Course Scheduling Guidelines](#), which specifically elaborates on the scheduling and booking procedures of academic credit courses into general teaching space.

These guidelines do not cover the administration of the bookings for non-teaching space or research, administrative and ancillary space as defined in [Policy 107 \(i.e. under the Procedures section, 1.1\)](#)

### Related Policies, Materials and Notes:

[Policy #107 Booking and Rental of UBC Space](#)

[Academic Course Scheduling Guidelines](#)

[Policy #16 Non-University Use of University Services & Facilities](#)

### 1. Roles and Responsibilities

1.1 Provost's Office provides stewardship for all instructional space and is responsible for ensuring University space supports the academic mission of the University.

1.2 Scheduling Services, Enrolment Services

- a) Administers the booking of all UBC general teaching space and is the primary contact for individuals wishing to book or rent such space.



- b) Establishes and publishes booking rules (i.e. booking priorities and procedures) and rate structures, where appropriate, for UBC general teaching space.
- c) Establishes and publishes scheduling production timelines for general teaching space for both winter and summer sessions. Faculties/Departments/Schools

### 1.3 Faculties/Departments/Schools

- a) Provides designated point of contact(s) to collaborate with Scheduling Services in support of producing the academic course and final exam schedules.
- b) Determines and submits course offerings and timetable information to Scheduling Services in accordance with the established scheduling production timelines.
- c) Determines and submits final exam requirements to Scheduling Services in accordance with the established exam production timelines.

### 1.4 Facilities Planning with direction from the Provost's Office

- a) Manages the UBC Space Inventory. Determines and designates space assignments including general teaching spaces.
- b) Determines and prioritizes classroom renovation and upgrades. Consults with Scheduling Services on projects affecting general teaching space inventory for booking.
- c) Oversees the room design and amenities of general teaching space in consultation with campus constituents.

## 2. Principles for Booking General Teaching Space:

General teaching space is a finite university resource that serves to facilitate teaching and learning. With the significant demand for these spaces, allocation of general teaching space requires prioritization. These principles have been developed to aid in effective governance of the space and to enable effective decision making for the best use of a limited resource.

- a) Universal Resource: General teaching space belongs to the University as a whole and will be allocated in a transparent manner.
- b) Alignment to UBC Strategic Priorities: Allocation of general teaching space will favor activities that directly align with the University's strategic priorities.
- c) Effective Use: General teaching space will be allocated based on the requirements of the activity such as pedagogy, room amenities and location to enhance the learners' experience and to support achievement of the activity's objectives.
- d) Optimization: General teaching space will be allocated in a manner that aims to utilize the space(s) to its fullest capacity.



- e) Collaboration and Flexibility: Scheduling Services, faculties, departments, and schools will work together in a collaborative and flexible manner to effectively optimize usage of general teaching space.



### 3. Booking Priorities for General Teaching Space

3.1 Scheduling Services prioritizes the “Academic/Educational Activities” and “Other Activities” for the booking of General Teaching Space in the following order:

- a) Lectures, seminars, tutorials related to UBC credit course offerings (i.e. UBC degree and diploma courses approved by Senate)
- b) Examinations related to UBC credit course offerings
- c) Large scale academic activities that are designated by the Provost (e.g. UBC Jump Start, Imagine UBC).
- d) Regularly scheduled and/or recurring research activities including research colloquia and research conducted by faculty, staff and students of UBC or under the auspices of UBC (e.g. an academic seminar discussing a specific research topic, instruction sessions for study participants, testing of study participants)
- e) Senate approved classes, courses and programs offered by UBC but which do not lead to a UBC degree or diploma, which include courses offered by UBC Extended Learning (i.e. UBC ExL, formerly known as Continuing Studies)
- f) Classes, courses and programs offered by UBC but not approved by Senate, which include courses offered by UBC Extended Learning including Future Global Leaders, Vancouver Summer Program and similar faculty sponsored programs
- g) Ad-hoc research activities including research colloquia and research conducted by faculty, staff and students of UBC or under the auspices of UBC (e.g. an academic seminar discussing a specific research topic, instruction sessions for study participants, testing of study participants)
- h) Academic support programming, co-curricular academic programming, and resource programs and activities offered by faculties, schools and/or departments that directly supports overall student academic and personal growth and success (e.g. Peer Assisted Study Sessions)
- i) UBC conferences, symposia, seminars, presentations and other academic educational activities
- j) UBC summer community outreach kids camps (e.g., Geering Up, Physics & Astronomy, etc.)
- k) UBC faculty and staff meetings, training sessions or presentations related to the performance of their duties
- l) Administrative meetings or other similar activities of student clubs sanctioned by a UBC student’s union or UBC Athletics and Recreation, faculty-sponsored student groups, or other similar organizations that are supported by UBC
- m) Activities of varsity, club and intramural sports teams sanctioned by UBC or a unit thereof, or a UBC students’ organization
- n) External exam partners (e.g. LSAT)
- o) Non-UBC conferences
- p) Non-UBC athletic programming and recreational programs
- q) Commercial Activities and Events



#### 4. Booking Procedures, Timelines and Rental Rates for General Teaching Space

##### UBC CREDIT COURSE RELATED BOOKINGS

4.1 For lectures, seminars and tutorials related to UBC credit course offerings (i.e. 3.1, a):

- a) See the booking procedure for credit courses, under [Academic Course Scheduling Guidelines](#).
- b) See the credit courses timelines, under [Academic Course Scheduling Timelines](#).
- c) Rental rates are not applicable.

4.2 For final examinations related to UBC credit course offerings (i.e. 3.1, b):

- a) See booking procedure for final exams, under [Final Exams Scheduling Guidelines](#).
- b) See final exams timelines, under [Final Exam Dates and Deadlines](#).
- c) Rental rates are not applicable.

##### AD-HOC BOOKINGS

4.3 For “ad hoc” activities listed in 3.1, “c-q”:

- a) See the booking procedure, under [Booking General Teaching Space](#). Room booking requests received will be processed as follows:
  - Booking requests for winter and/or summer sessions will be collected for a one-week period (i.e. Monday – Sunday) for each respective session. Request(s) received within the one-week periods will be booked in accordance with their respective priority, after the booking of activities 3.1, a-b.
  - Booking request(s) received after the one-week periods will be processed on a first come, first serve basis.
  - Note: Classroom(s) and building renovation and upgrade requirements may impact the availability and processing of booking requests for general teaching space.
- b) See the room booking timelines for winter and summer sessions, under [Booking Release Dates](#).
- c) Booking requests are for either UBC activities or non-UBC activities. Both types of activities may be subject to Room Rental Rates as listed below in Table 4.3.4.

4.3.1 *Room swaps for ad hoc room bookings* may be pursued as follows:

- a) Requestor to contact Scheduling Services via [room.bookings@ubc.ca](mailto:room.bookings@ubc.ca) with a written rationale for the room swap request.



- b) Scheduling Services will provide the requestor with a list of possible room swap options and contact information.
- c) Requestor will contact the department/unit with which they are seeking a room swap and discuss/negotiate their room swap request.
- d) If an agreement is reached, the requestor will notify Scheduling Services with details of the swap including documented agreement from both parties.
- e) Scheduling Services will process the room swap as per the documented agreement.

4.3.2 *Adjudicating ad hoc room booking request(s) conflicts.* In circumstances whereby there are competing needs for general teaching space(s) that have not yet been booked, Scheduling Services will adjudicate room request(s) conflict(s) within their respective priority grouping, as follows:

- a) Scheduling Services will inform all parties of room request conflicts (i.e. requests for the same space at the same time) and provide parties with alternatives to consider in attempts to resolve the conflict(s).
- b) If the conflict is not resolved via 4.3.2 a); Scheduling Services will advise parties to complete and submit a Room Booking Adjudication Form. Forms must be submitted to [room.bookings@ubc.ca](mailto:room.bookings@ubc.ca) within three (3) business days of notification by Scheduling Services.
- c) Scheduling services will review the submitted information from all parties and will consult with the relevant Associate Deans to adjudicate the room request conflict in accordance with the booking principles as outlined in section 2 of these guidelines, particularly 2. (b-d). Other considerations will include activity outreach and impact and economic benefit.
- d) Scheduling services will advise parties of the final room booking assignment(s).

4.3.3 *Ad hoc room booking dispute resolution process:* In the event, after concerted effort, a booking conflict is not able to be mutually resolved between the booking requestor(s) and the Scheduling Services management team, either party may escalate the incident by providing a brief written explanation of the conflict to the Associate Vice President, Enrolment Services & Registrar or designate, who in consultation with the relevant Associate Dean or designate, will adjudicate the dispute. The written explanation should include the nature of the conflict, as well as the potential resolution(s) explored and rationale as to why the alternatives are not reasonably satisfactory in resolving the matter.

4.3.4 Ad Hoc Room Rental Rates for General Teaching Space

- a) Room rentals requested by UBC activity sponsors for UBC activities, with the exception of those from a UBC ancillary unit, will not be subject to room rental charges.
- b) Room rentals requested by UBC ancillary units for UBC activities, will receive a 50% reduction on the rental rates listed in Table 4.3.4, Room Rental Rates for UBC General Teaching Space.
- c) Room rentals requested for non-UBC activities will be subject to room rental rates in accordance with Table 4.3.4, Room Rental Rates for UBC General Teaching Space.



Table 4.3.4 Room Rental Rates for UBC General Teaching Space

Room capacity	Minimum charge***	Hourly Rate
0-20	\$100	\$25
21-39	\$160	\$40
40-99	\$180	\$45
100-200	\$320	\$80
201-300	\$380	\$95
301-400	\$440	\$110

\*Rental rates subject to GST

\*\*Rental Rates are effective September 1, 2016

\*\*\*Room rentals are charged based on an hourly rate, with a minimum rental of 4 hours

#### 4.3.5 Associated Room Rental Fees

- a) *Featured Room fees* are applied in addition to the room rental rate(s) listed above in Table 4.3.4, to rooms that are deemed to be in high rental demand. See [Featured Room Fees](#).
- b) *Room Opening and Closing fees* are additional fees that are applied to room rentals if your rental period falls outside of a building's regular operating hours and requires UBC Building Operations to provide access or lock up. Note: academic courses are exempt from this fee. See [Building Operations Opening & Closing Fees](#).
- c) *IT Audio Visual fees* may be incurred if you require additional AV support or equipment rentals. Contact IT Audio Visual Services: [av.helpdesk@ubc.ca](mailto:av.helpdesk@ubc.ca) or call (604) 822-7956 for more information.

4.3.6 *Ad hoc room booking cancellation(s), refunds and no shows*: Room bookings are in high demand and early notification of cancellation is required to ensure space is being fully utilized. To cancel a room booking or a portion thereof, promptly email your cancellation request to [room.bookings@ubc.ca](mailto:room.bookings@ubc.ca). Cancellation requests must provide the following information, which is found on the booking confirmation e-mail:

- Booking reference # (e.g. 2017-01-01 11\_08\_14BKCEE970)
- Booking name (e.g. CUS JDC West)
- Room (e.g. ANGU 296)
- Date(s) (e.g. Friday, August 18, 2017)
- Time (e.g. 7:00-19:00)



4.3.7 *Refunds, cancellations and/or no show fees* will apply to paid ad hoc room bookings as follows:

- a) Cancellations received more than 30 calendar days prior to the first date of the room booking will receive a full refund of the booking cost in respect of the cancelled booking or portion thereof.
- b) Cancellations received between fifteen to thirty (15 – 30) calendar days prior to the first date of the room booking will incur a charge equivalent to 20% of the booking cost in respect of the cancelled booking or portion thereof.
- c) Cancellations received between seven to fourteen (7 - 14) calendar days prior to the first date of the room booking will incur a charge equivalent to 50% of the booking cost in respect of the cancelled booking or portion thereof.
- d) No shows or cancellations received less than seven (7) calendar days prior to the first date of the room booking will incur a 100% charge of the booking cost in respect of the cancelled booking or portion thereof.

4.3.8 *Cancellation or no show fees may be applied to no charge ad hoc room bookings*, at the discretion of Scheduling Services, as follows:

- a) No shows or cancellations received less than seven (7) calendar days prior to the first date of the room booking will incur a charge in accordance with the booking rental rate(s) listed above in Table 4.3.4 in respect of the cancelled booking or portion thereof.

## 5. Definitions

5.1 **“UBC activity”** means any activity:

- a) officially organized by the University, whereby the University accepts full liability for the activity and is the decision maker for the activity plans, invitees and budget; and
- b) paid for in whole or in part from University funds including, without limitation, third party research or other fund administered by the University; and
- c) consisting of an identified activity sponsor.

5.2 **“Activity Sponsor”** means with respect to a University Activity the UBC faculty or staff member who has actively organized or coordinated a University Activity, or if there is no such person, the Head of Unit.

5.3 **“Head of Unit”** is the head of the academic unit or the administrative unit that approves the University Activity, sponsors the University Activity or gives academic credit for the University Activity.

5.4 **“A no show”** is when a booking is no longer required and the room requestor fails to notify Scheduling Services to cancel the booking.

5.5 **UBC Vancouver Ancillary Units:** Athletics & Recreation, Bookstore, Parking Services, Robson Square, Student Housing & Hospitality (includes Child Care Services, Food Services, Conferences & Accommodation)