



Last Reviewed/Updated	Originally approved October 2019, revised June 2023
Approving Sector Head	Provost & Vice-President Academic and Vice-President Administration
Policy	Facility Use

Core to the operation of Acadia University and its ability to achieve the University Mission and Vision, is the effective use of University facilities. This means that there are often multiple demands on University facilities. To ensure that the academic mission is given priority, this policy establishes criteria for the allocation of facilities.

From time to time, the University may need to reallocate space as required, based on need, productivity or institutional priorities. All employees are expected to use University space in a cooperative manner that will facilitate the achievement of Acadia’s Mission, Vision, Values and Goals.

Provision of Space

The provision of space and recreational facilities for use by students, faculty, staff, alumni and the community is integral to how Acadia functions. With this in mind, the following category types, prioritization and guidelines have been developed to facilitate scheduling and service coordination required for the optimal use of University facilities.

Prioritization

The priority ranking for the use of University space is:

1. Academic activities;
2. Administrative and Advancement activities;
3. Student activities; and
4. External non-University activities.

Academic – use of University space and facilities for teaching and research activities, including: courses, seminars, laboratories and tutorials, examinations and tests. Any space used for academic purposes (even temporarily) shall have academic policies and protocols apply for the duration of that use (e.g. if the Athletic Complex gym is used to host exams, academic/classroom policies will be in force in the gym during the hosting of exams).

Administrative – use of University space and facilities for internal administrative purposes including: offices and meetings, training sessions or presentations. This includes union and professional association activities.

Advancement – use of University space and facilities for internal advancement purposes including: offices and meetings, fundraising events, Alumni, and donor relations.

Student - use of University space and facilities for activities of student clubs and societies sanctioned by the ASU or Acadia University, or by currently registered students of Acadia.

External – use of University space for third party endeavors, events, conferences, or any use by an external user for non-University related activity.

Priority will be given to the University’s academic, research and programming needs as follows:

1. Academic classes, labs, examinations and related activities requiring student attendance (e.g. presentations, student leadership training, tutorials)
2. Special recognition events for students, faculty and staff (e.g. Convocation, Open House, etc.)
3. University committee and departmental meetings
4. University sponsored training and development programs
5. Clubs (ASU ratified)

Facilities will only be used for appropriate activities, e.g. Laboratories will only be used for appropriate courses and/or research.

Varsity Athletics' practices, games and campus programming will receive priority following academic requirements when scheduling facilities at the Athletic Complex.

The external use of Facilities will be reserved on a first come first served basis with an emphasis on use of space for activities included in the University's sales program for meetings, conferences, youth camps and other events.

Scheduling of Facilities

1. Space for academic classes, labs and examinations, auditoriums and classrooms, will be scheduled by the Registrar's Office.
2. All other requests for use of space, catering and support services shall be submitted to the Events Office at least five (5) working days prior to the date of the activity or ten (10) working days should the inquiry include a request for alcohol to be served (585-BOOK, 2665 or reservations@acadiau.ca).
3. Scheduling of facilities will consider the many special requirements and traffic flow patterns associated with University special events (e.g. Convocation, Open House).

Rescheduling of Facilities Bookings

1. From time to time, it may be necessary to reschedule the space assigned to a particular activity. This will be done only when absolutely necessary.
2. The Registrar's Office may need to reassign classrooms that have been assigned to a particular course for such considerations as enrolment, needs accommodations or pedagogy. When this happens, the Registrar's Office will provide as much notice as possible to the affected individuals (instructor/s, students).
3. When necessary to move a booking from one room to another, the booking party will be notified of such changes as soon as practical.