New College Space Booking Policy

Version 2019.2
New College Space Booking Policy

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1. Entire Agreement

This New College Space Booking Policy (hereafter referred to as the *Policy*), along with any exhibits, appendices or schedules, encompasses the entire agreement of the parties, and supersedes all previous understandings and agreements between parties pertaining to any parties involved in space booking at New College. This includes, but is not limited to, any contracts, constitutions and/or agreements with any *Student Bodies*.

2. Student Bodies

The following *Student Bodies* may be able to use New College space, as detailed in Section 6 through 9 of the *Policy*:

- Commuter Dons
- New College Student Centre Groups (*SCGs*)
- New College Residence Academic Programmers (*RAPs*)
- New College Residence Council (*NCRC*)
- New College Residence House Councils
- New College Student Council (*NCSC*)
- Orientation Week Executive
- Residence Dons
- U-Life Recognized Groups (*ULife*)

3. Staff Roles

The following parties have access to the RRS Lite calendar to be able to book spaces:

- Office of Residence and Student Life, Administrative Assistant (*ORSL AA*)
- Summer Residence Office, Summer Operations Assistant (*SRO*)

The following parties approve Risk Assessment Forms (*RAFs*) for *Student Bodies*:

- Office of Residence and Student Life, Residence Life Programs Coordinator (*RLPC*)
- Office of Residence and Student Life, Student Life Programs Coordinator (*SLPC*)
- Office of Residence and Student Life, Programs and Communications Assistant (*PACA*)
- Office of Residence and Student Life, Assistant Dean, Student Life and Leadership (*ADSLL*)
- Office of Residence and Student Life, Assistant Dean, Residence Life (*ADRL*)
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4. Categories of New College Spaces

Each category of *New College Space* is managed by different processes and may require different forms of documentation for bookings, as detailed in Section 9 and Appendix B of the *Policy*.

<table>
<thead>
<tr>
<th>New College Rooms</th>
<th>Summer Residence</th>
<th>Academic &amp; Campus Events (ACE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managed by ORSL AA</td>
<td>Managed by SRO</td>
<td>Managed by ACE</td>
</tr>
<tr>
<td><strong>WILSON:</strong> 2002 [28], 2007D [30], 2008 [29]</td>
<td><strong>WILSON:</strong> Wilson Lounge (WI 2009) [150]</td>
<td><strong>WILSON:</strong> 1016 [156], 1017 [117], 2006 [22], 523 [60], 524 [70]</td>
</tr>
<tr>
<td><strong>WETMORE:</strong> 51A [27], 51B [27], 51C [27], 54A [18], 54B [15], 54C [24], 54D [25], 54E [25], 54F [28], 54G [28]</td>
<td><strong>WETMORE:</strong> Wetmore Lounge (WE 100) [50]</td>
<td><strong>WETMORE:</strong></td>
</tr>
<tr>
<td><strong>45 WILLCOCKS:</strong></td>
<td><strong>45 WILLCOCKS:</strong> William Doo Auditorium (NR 25) [150], 45 Atrium (NR 115) [50]</td>
<td><strong>45 WILLCOCKS:</strong></td>
</tr>
</tbody>
</table>

5. Definitions of Permissible Events

Group meetings for SCGs are only to be held in WI 500U, which can be booked at the New College Front Desk. *New College Space* will not be booked for any SCGs to be used for a group meeting (only internal members present).

5.1. Programs

Programs are any event hosted by *Student Bodies* where attendees outside of the groups’ executive membership are participating in an activity. These could be low-key programs (such as a discussions, presentations, movie showings, etc.) or active programs (such as crafts, games, etc.)

5.2. Tabling

Tabling is the use of 1-2 tables in Wilson Lounge to promote a group or event. All *Student Bodies* are able to use the space except for *ULife* groups. No food is permitted
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during tabling. Tabling may occur concurrently with another program in Wilson Lounge, provided that tables are away from the main program and do not create a distraction.

6. RAF Required Programs

For SCGs and ULife groups, a Risk Assessment Form (RAF) is required for a program if any of the following criteria apply:

- Program is happening on a New College Space.
- Program is utilizing New College funding (e.g. NCIF).
- Program is utilizing New College promotions (i.e. social media platforms or newsletters).

For RAPs, NCRC Executive and House Councils, and Residence Dons, a RAF is not required for a program if the following criteria applies:

- Program is happening within a New College Residence building.

For all other Student Bodies, a RAF is required for all programs, regardless of if it is happening on New College Space, other U of T spaces or off-campus venues. RAFs are not required for tabling requests in Wilson Lounge.

7. RAF Submission Lead Times

If required, RAFs need to be submitted to and received by the applicable approver, as detailed in Section 8 of the Policy, within the following lead times:

- Ten (10) business days prior to the scheduled date for non-alcohol on campus events.
- Thirty (30) business days prior to the scheduled date for events involving alcohol.
- Thirty (30) business days prior to the scheduled date for out of city or province events.

Events are able to be held until the last day of exams for the Fall and Winter semesters, based on the U of T academic calendar. Accordingly, the last date for RAFs to be submitted is the applicable lead time before the last day of exams.

Events are not able to be booked more than thirty (30) business days prior to the scheduled date of the event. For reoccurring events, a renewal can be made every month.

8. Emergency Processing of RAFs

The following Student Bodies have one (1) emergency processing request available to them per semester if the group is unable to submit an RAF within the applicable lead time.

- Commuter Dons
- New College Student Centre Groups (SCGs)
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- New College Residence Academic Programmers (RAPs)
- New College Residence Council (NCRC)
- New College Residence House Councils
- New College Student Council (NCSC)
- Residence Dons

This one (1) emergency processing request is inclusive across all categories of New College Spaces, other U of T spaces and off-campus locations. A RAF still needs to be submitted and approved for the program to occur. Emergency processing requests will be noted in a tracking document accessible to ORSL professional staff and executives of the Student Bodies. Use of the emergency processing request does not guarantee that a room will be available or a program will be approved in time for it to occur.

9. Event Approval Process

9.1. New College Rooms

9.1.1. Commuter Dons

As the program is happening on New College Space, programs require a RAF to be emailed to the SLPC at new.studentlife@utoronto.ca with the appropriate lead time, as detailed in Section 7 of the Policy. Once an event is approved by the SLPC, they will send the approved RAF back to the contact, and CC the ORSL AA to book the room through RRS Lite. The ORSL AA will send the RRS Lite confirmation to the contact and CC the SLPC.

9.1.2. New College Student Centre Groups

As the program is happening on New College Space, programs require a RAF to be emailed to the PACA at new.studentlife@utoronto.ca with the appropriate lead time, as detailed in Section 7 of the Policy. Once an event is approved by the PACA, they will send the approved RAF back to the contact, and CC the ORSL AA to book the room through RRS Lite. The ORSL AA will send the RRS Lite confirmation to the contact and CC the PACA.

9.1.3. New College Student Council

As the program is happening on New College Space, programs require a RAF to be emailed to the PACA at new.studentlife@utoronto.ca with the appropriate
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lead time, as detailed in Section 7 of the Policy. Once an event is approved by the PACA, they will send the approved RAF back to the contact, and CC the ORSL AA to book the room through RRS Lite. The ORSL AA will send the RRS Lite confirmation to the contact and CC the PACA.

9.1.4. Orientation Week Executive

As the program is happening on New College Space, programs require a RAF to be emailed to the PACA at new.studentlife@utoronto.ca with the appropriate lead time, as detailed in Section 7 of the Policy. Once an event is approved by the PACA, they will send the approved RAF back to the contact, and CC the ORSL AA to book the room through RRS Lite. The ORSL AA will send the RRS Lite confirmation to the contact and CC the PACA.

Orientation Week Executive do not have an emergency processing request available. All program RAFs for Orientation Week are to be submitted by July 31.

9.1.5. House Councils, NCRC Executives, RAPs

As the program is happening on New College Space, programs require a RAF to be emailed to the RLPC at new.residence@utoronto.ca with the appropriate lead time, as detailed in Section 7 of the Policy. Once an event is approved by the RLPC, they will send the approved RAF back to the contact through StarRez, and send an email to the ORSL AA to book the room through RRS Lite. The ORSL AA will send the RRS Lite confirmation to the contact and CC the RLPC.

9.1.6. Residence Dons

As the program is happening on New College Space, programs require a RAF to be submitted on StarRez to the RLPC with the appropriate lead time, as detailed in Section 7 of the Policy. Once an event is approved by the RLPC, they will send the approved RAF back to the contact through StarRez, and send an email to the ORSL AA to book the room through RRS Lite. The ORSL AA will send the RRS Lite confirmation to the contact and CC the RLPC.

9.1.7. ULife Groups

As the program is happening on New College Space, programs require a RAF to be emailed to the PACA at new.studentlife@utoronto.ca with the appropriate lead time, as detailed in Section 7 of the Policy. Once an event is approved by the
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PACA, they will send the approved RAF back to the contact, and CC the ORSL AA to book the room through RRS Lite. The ORSL AA will send the RRS Lite confirmation to the contact and CC the PACA.

ULife groups do not have an emergency processing request available for use.

9.2. Summer Residence Spaces

9.2.1. Commuter Dons

As the program is happening on New College Space, programs require a RAF and the applicable rental form, as detailed in Appendix B of the Policy, to be submitted to the SLPC at new.studentlife@utoronto.ca with the appropriate lead time, as detailed in Section 7 of the Policy. The SLPC will send an email to the SRO with the rental form attached to place a hold. Once an event is approved by the SLPC, they will send the approved RAF back to the contact, and send an email to the SRO to confirm the room through RRS Lite.

9.2.2. New College Student Centre Groups

As the program is happening on New College Space, programs require a RAF and the applicable rental form, as detailed in Appendix B of the Policy, to be submitted to the PACA at new.studentlife@utoronto.ca with the appropriate lead time, as detailed in Section 7 of the Policy. The PACA will send an email to the SRO with the rental form attached to place a hold. Once an event is approved by the PACA, they will send the approved RAF back to the contact, and send an email to the SRO to confirm the room through RRS Lite.

9.2.3. New College Student Council

As the program is happening on New College Space, programs require a RAF and the applicable rental form, as detailed in Appendix B of the Policy, to be submitted to the PACA at new.studentlife@utoronto.ca with the appropriate lead time, as detailed in Section 7 of the Policy. The PACA will send an email to the SRO with the rental form attached to place a hold. Once an event is approved by the PACA, they will send the approved RAF back to the contact, and send an email to the SRO to confirm the room through RRS Lite.

9.2.4. Orientation Week
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As the program is happening on New College Space, programs require a RAF and the applicable rental form, as detailed in Appendix B of the Policy, to be submitted to the PACA at new.studentlife@utoronto.ca with the appropriate lead time, as detailed in Section 7 of the Policy. The PACA will send an email to the SRO with the rental form attached to place a hold. Once an event is approved by the PACA, they will send the approved RAF back to the contact, and send an email to the SRO to confirm the room through RRS Lite.

Orientation Week Executive do not have an emergency processing request available. All program RAFs for Orientation Week are to be submitted by July 31.

9.2.5. House Councils, NCRC Executives, RAPs

As the program is happening on New College Space, programs require a RAF and the applicable rental form, as detailed in Appendix B of the Policy, to be emailed to the RLPC at new.residence@utoronto.ca with the appropriate lead time, as detailed in Section 7 of the Policy. The RLPC will send an email to the SRO with the rental form attached to place a hold. Once an event is approved by the RLPC, they will send the approved RAF back to the contact through StarRez, and send an email to the SRO to confirm the room through RRS Lite.

9.2.6. Residence Dons

As the program is happening on New College Space, programs require a RAF and the applicable rental form, as detailed in Appendix B of the Policy, to be submitted on StarRez to the RLPC with the appropriate lead time, as detailed in Section 7 of the Policy. The RLPC will send an email to the SRO with the rental form attached to place a hold. Once an event is approved by the RLPC, they will send the approved RAF back to the contact through StarRez, and send an email to the SRO to confirm the room through RRS Lite.

9.2.7. ULife Groups

ULife groups should direct all booking inquires of Summer Residence Space to the Summer Residence Office. Applicable fees may be charged.

9.2.8. Wilson Lounge Tabling

Student Bodies, except ULife groups, who wish to use the Wilson Lounge for tabling must email requests to new.studentlife@utoronto.ca. Requests can only
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be made two weeks in advance. The PACA will provide available times, and note the final reservation in a tracking document accessible to ORSL professional staff.

9.3. ACE Spaces

9.3.1. Commuter Dons

As the program is happening on New College Space, programs require a RAF to be submitted to the SLPC at new.studentlife@utoronto.ca with the appropriate lead time, as detailed in Section 7 of the Policy. Once the RAF is received, the SLPC will book the space through the ACE Internal University Departments online form. Once an event is approved, the SLPC will send the approved RAF back to the contact along with the ACE confirmation.

9.3.2. New College Student Centre Groups

As the program is happening on New College Space, programs require a RAF to be submitted to the PACA at new.studentlife@utoronto.ca with the appropriate lead time, as detailed in Section 7 of the Policy. Once an event is approved by the PACA, the ULife group is responsible for booking the space through the ACE Campus Groups online form within 5 business days of the event.

9.3.3. New College Student Council

As the program is happening on New College Space, programs require a RAF to be submitted to the PACA at new.studentlife@utoronto.ca with the appropriate lead time, as detailed in Section 7 of the Policy. Once an event is approved by the PACA, the ULife group is responsible for booking the space through the ACE Campus Groups online form within 5 business days of the event.

9.3.4. Orientation Week

As the program is happening on New College Space, programs require a RAF to be submitted to the PACA at new.studentlife@utoronto.ca with the appropriate lead time, as detailed in Section 7 of the Policy. Once the RAF is received, the PACA will book the space through the ACE Internal University Departments online form. Once an event is approved, the PACA will send the approved RAF back to the contact along with the ACE confirmation.
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Orientation Week Executive do not have an emergency processing request available. All program RAFs for Orientation Week are to be submitted by July 31.

9.3.5. House Councils, NCRC Executives, RAPs

As the program is happening on New College Space, programs require a RAF to be emailed to the RLPC at new.residence@utoronto.ca with the appropriate lead time, as detailed in Section 7 of the Policy. Once the RAF is received, the RLPC will book the space through the ACE Internal University Departments online form. Once an event is approved, the RLPC will send the approved RAF back to the contact through StarRez, along with the ACE confirmation.

9.3.6. Residence Dons

As the program is happening on New College Space, programs require a RAF to be submitted to the RLPC on StarRez with the appropriate lead time, as detailed in Section 7 of the Policy. Once the RAF is received, the RLPC will book the space through the ACE Internal University Departments online form. Once an event is approved, the RLPC will send the approved RAF back to the contact through StarRez, along with the ACE confirmation.

9.3.7. ULife Groups

As the program is happening on New College Space, programs require a RAF to be submitted to the PACA at new.studentlife@utoronto.ca with the appropriate lead time, as detailed in Section 7 of the Policy. Once an event is approved by the PACA, the ULife group is responsible for booking the space through the ACE Campus Groups online form within 5 business days of the event.

ULife Groups do not have an emergency booking request available for use.

9.4. Other U of T Spaces + Off-Campus

9.4.1. Commuter Dons

All programs will need an RAF and any contracts or waivers to be submitted to the SLPC at new.studentlife@utoronto.ca with the appropriate lead time, as detailed in Section 7 of the Policy. If alcohol will be served at the program, the SLPC will send feedback for the program and availability for an in-person
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feedback meeting. This in-person feedback meeting is required to be completed five (5) business days before the event. Once a program is approved by the SLPC, they will send the approved RAF back to the contact, of which a hard-copy should be kept with the group during the program.

9.4.2. New College Student Centre Groups

If the program does not utilizes New College funding or New College promotional platforms (i.e. social media or newsletter), a RAF is not required, as detailed in Section 6 of the Policy. This includes programs where alcohol will be served.

If funding or promotion is requested, a RAF and any contracts or waivers should to be submitted to the PACA at new.studentlife@utoronto.ca with the appropriate lead time, as detailed in Section 7 of the Policy. If alcohol will be served at the program, the PACA will send feedback for the program and availability for an in-person feedback meeting. This in-person feedback meeting is required to be completed five (5) business days before the event. Once an event is approved by the PACA, they will send the approved RAF back to the contact, of which a hard-copy should be kept with the group during the event.

9.4.3. New College Student Council

All programs will need an RAF and any contracts or waivers to be submitted to the PACA at new.studentlife@utoronto.ca with the appropriate lead time, as detailed in Section 7 of the Policy. If alcohol will be served at the program, the PACA will send feedback for the program and availability for an in-person feedback meeting. This in-person feedback meeting is required to be completed five (5) business days before the event. Once an event is approved by the PACA, they will send the approved RAF back to the contact, of which a hard-copy should be kept with the group during the event.

9.4.4. Orientation Week

All programs will need an RAF and any contracts or waivers to be submitted to the PACA at new.studentlife@utoronto.ca with the appropriate lead time, as detailed in Section 7 of the Policy. If alcohol will be served at the program, the PACA will send feedback for the program and availability for an in-person feedback meeting. This in-person feedback meeting is required to be completed
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five (5) business days before the event. Once an event is approved by the PACA, they will send the approved RAF back to the contact, of which a hard-copy should be kept with the group during the event.

*Orientation Week Executive* do not have an emergency processing request available. *All* program RAFs for Orientation Week are to be submitted by July 31.

9.4.5. **House Councils, NCRC Executives, RAPs**

*All* programs will need an RAF *and* any contracts or waivers to be emailed to the RLPC at new.residence@utoronto.ca with the appropriate lead time, as detailed in Section 7 of the *Policy*. If alcohol will be served at the program, the RLPC will send feedback for the program and availability for an in-person feedback meeting. This in-person feedback meeting is required to be completed five (5) business days before the event. Once an event is approved by the RLPC, they will send the approved RAF back to the contact through StarRez, of which a hard-copy should be kept with the group during the event.

9.4.6. **Residence Dons**

*All* programs will need an RAF *and* any contracts or waivers to be submitted to the RLPC on StarRez with the appropriate lead time, as detailed in Section 7 of the *Policy*. If alcohol will be served at the program, the RLPC will send feedback for the program and availability for an in-person feedback meeting. This in-person feedback meeting is required to be completed five (5) business days before the event. Once an event is approved by the RLPC, they will send the approved RAF back to the contact through StarRez, of which a hard-copy should be kept with the group during the event.
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APPENDIX A: New College Space Availability Calendar

Availability for New College Rooms and Summer Residence spaces can be found at the following link:

https://uoft.me/NEWroomavailability

Availability for Academic and Campus Events spaces can be found at the following link:

https://ace.utoronto.ca/webapp/f?p=200:1:27442124484433::NO::P1_BLDG:WI

Availability for Wilson Lounge Tabling can be found in the following path in the W:/ drive:

W:\ORSL\Group\Room Bookings\2018-2019

APPENDIX B: Summer Residence Spaces Rental Forms

Rental forms can be filled out electronically or by hand and scanned for submission. Please ensure floor plans are completed accurately. Changes to the floor plan can be made up to 5 business days before the program.

Wilson Lounge:


Wetmore Lounge:


William Doo Auditorium:


William Doo Atrium: