



New College

New College Space Booking Policy

2022-2023



ORSL
OFFICE OF RESIDENCE
AND STUDENT LIFE

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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 Advisors (*CAs*)
- Learning eXperience Assistants (*LXAs*)
- New College Residence Council (*NCRC*) and House Councils
- New College Student Centre Groups (*SCGs*)
- New College Student Council (*NCSC*)
- Orientation Week Executives
- Residence Dons
- Recognized Student Groups

3. Staff Roles

The following parties approve Program Proposal Forms for *Student Bodies*:

- Office of Residence and Student Life
 - Residence Life Programs Coordinator (*RLPC*)
 - Residence Community Assistant (*RCA*)
 - Student Life Programs Coordinator (*SLPC*)
 - Programs and Communications Assistant (*PACA*)
 - Assistant Dean, Student Life and Leadership (*ADSLL*)
 - Assistant Dean, Residence Life (*ADRL*)

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

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

4. New College Spaces

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

<u>New College Rooms</u> Room Number [capacity]	<u>Summer Residence</u> Room Number [capacity]	<u>Learning Space Management (LSM)</u> Room Number [capacity]
<p><u>WILSON:</u> 2002 [28], 2007D [30], 2008 [29]</p> <p>Wilson Lounge Tables (max: 4)</p>	<p><u>WILSON:</u></p>	<p><u>WILSON:</u> 1016 [156], 1017 [117], 2006 [22], 523 [40], 524 [50]</p>
<p><u>WETMORE:</u> 51A [27], 51B [27], 51C [27], 52 [36], 54A [18], 54B [15], 54C [24], 54D [25], 54E [25], 54F [28], 54G [28]</p>	<p><u>WETMORE:</u> Mother Earth Lodge [7]</p>	<p><u>WETMORE:</u> 69 [20], 74 [24], 75 [26], 76 [20]</p>
<p><u>45 WILLCOCKS:</u> Bodyworks Studio – NR11 [20]</p> <p>Multi-Purpose Room – NR8 [16]</p>	<p><u>45 WILLCOCKS:</u> William Doo Auditorium (NR 25) [250]</p> <p><i>Capacity for A loose seating = 105 OR 10 tables with 6 chairs = 60</i></p> <p><i>Capacity for B Fixed seating = 130</i></p>	<p><u>45 WILLCOCKS:</u></p>

5. Definitions of Permissible Events

1.1 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 discussions, presentations, movie showings, etc.) or active programs (such as crafts, games, etc.)

1.2 Tabling

Tabling is the use of Wilson Lounge tables to promote a group, event, or service that is relevant to New College students. 6 tables are bookable at any time, with a maximum of 4 tables per group. Organizers are prohibited from selling products or services while tabling in the Wilson Lounge. Some exemptions apply.

6. Program Proposal Form (PPF)

For *SCGs* and recognized student groups, a Program Proposal Form (PPF) 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, newsletters).

For all other *Student Bodies*, a PPF is required for **all** programs, regardless of whether it is happening on *New College Space*, other U of T spaces, or off-campus venues.

PPFs are required for all tabling requests in Wilson Lounge.

7. Program Proposal Form - Submission Lead Times

If required, PPFs need to be submitted to the applicable approver within the following lead times:

- 10 business days prior to the scheduled date for non-alcohol on-campus events.
- 30 business days prior to the scheduled date for events involving alcohol.
- 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 PPFs to be submitted is the applicable lead time before the last day of exams.

8. Emergency Processing of PPFs

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

- Commuter Advisors (*CAs*)
- New College Student Centre Groups (*SCGs*)
- New College Student Council (*NCSC*)

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 PPF 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. Use of the emergency processing request does not guarantee that a room will be available or that a program will be approved in time for it to take place.

9. Program Approval Process

9.1 Commuter Advisors (CAs)

9.1.1 New College Rooms

The CA(s) must complete a PPF on the New College Student Programs site with the appropriate lead time (see section 7 of the *Policy*). The Student Life team will review the PPF. If approved, they will mark the PPF 'Approved' on the Programs site and will book the room or table. The team will send the booking confirmation to the program contact.

9.1.2 Summer Residence Spaces

The CA(s) must complete a PPF on the New College Student Programs site with the appropriate lead time (see section 7 of the *Policy*). The Student Life team will review the PPF. If approved, they will mark the PPF 'Approved' on the Programs site. They will then complete a rental form, have the CA(s) sign the form, and send the signed form to the SRO to book the room.

9.1.3 LSM Spaces

The CA(s) must complete a PPF on the New College Student Programs site with the appropriate lead time (see section 7 of the *Policy*). The Student Life team will review the PPF. If approved, they will mark the PPF 'Approved' on the Programs site. They will then contact LSM to book the room. Applicable fees may apply.

9.1.4 Other U of T Spaces + Off-Campus

The CA(s) must complete a PPF, including any contracts or waivers, on the New College Student Programs site with the appropriate lead time (see section 7 of the *Policy*). The Student Life team will review the PPF. If alcohol will be served at the program, the team will send availability for a feedback meeting. This meeting must be completed five (5) business days before the event. If approved, the team will mark the PPF 'Approved' on the Programs site tracker.

9.2 Learning eXperience Assistants (LXAs)

9.2.1 New College Rooms

The *LXA(s)* must complete a PPF on the New College Student Programs site with the appropriate lead time (see section 7 of the *Policy*). The Residence Life team will review the PPF. If approved, they will mark the PPF 'Approved' on the Programs site and will book the room. The team will send the booking confirmation to the program contact.

9.2.2 Summer Residence Spaces

The *LXA(s)* must complete a PPF on the New College Student Programs site with the appropriate lead time (see section 7 of the *Policy*). The Resident Life team will review the PPF. If approved, they will mark the PPF 'Approved' on the Programs site. They will then complete a rental form, have the *LXA(s)* sign the form, and send the signed form to the *SRO* to book the room.

9.2.3 LSM Spaces

The *LXA(s)* must complete a PPF on the New College Student Programs site with the appropriate lead time (see section 7 of the *Policy*). The Resident Life team will review the PPF. If approved, they will mark the PPF 'Approved' on the Programs site. They will then contact LSM to book the room. Applicable fees may apply.

9.2.4 Other U of T Spaces + Off-Campus

The *LXA(s)* must complete a PPF, including any contracts or waivers, on the New College Student Programs site with the appropriate lead time (see section 7 of the *Policy*). The Residence Life team will review the PPF. If alcohol will be served at the program, the team will send availability for a feedback meeting. This meeting is required to be completed five (5) business days before the event. If approved, the team will mark the PPF 'Approved' on the Programs site.

9.3 New College Residence Council Execs and House Councils

9.3.1 New College Rooms

The Council must complete a PPF on the New College Student Programs site with the appropriate lead time (see section 7 of the *Policy*). The Residence Life team will review the PPF. If approved, they will mark the PPF 'Approved' on the Programs site and will book the room. The team will send the booking confirmation to the program contact.

9.3.2 Summer Residence Spaces

The Council must complete a PPF on the New College Student Programs site with the appropriate lead time (see section 7 of the *Policy*). The Resident Life team will review the PPF. If approved, they will mark the PPF 'Approved' on the Programs site. They will then complete a rental form, have the Exec(s) sign the form, and send the signed form to the *SRO* to book the room.

9.3.3 LSM Spaces

The Council must complete a PPF on the New College Student Programs site with the appropriate lead time (see section 7 of the *Policy*). The Resident Life team will review the PPF. If approved, they will mark the PPF 'Approved' on the Programs site. The Council can then contact LSM to book the room. Applicable fees may apply.

9.3.4 Other U of T Spaces + Off-Campus

The Council must complete a PPF, including any forms or waivers, on the New College Student Programs site with the appropriate lead time (see section 7 of the *Policy*). The Residence Life team will review the PPF. If alcohol will be served at the program, the team will send availability for a feedback meeting. This meeting is required to be completed five (5) business days before the event. If approved, the team will mark the PPF 'Approved' on the Programs site tracker.

9.4 New College Student Centre Groups (SCGs)

Group meetings for *SCGs* are only to be held in WI 500U, which can be booked by members on the Key List 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).

9.4.1 New College Rooms

The *SCG* must complete a PPF on the New College Student Programs site with the appropriate lead time (see section 7 of the *Policy*). The Student Life team will review the PPF. If approved, they will mark the PPF 'Approved' on the Programs site and will book the room. The team will send the booking confirmation to the program contact.

9.4.2 Summer Residence Spaces

The *SCG* must complete a PPF on the New College Student Programs site with the appropriate lead time (see section 7 of the *Policy*). The Student Life team will review the PPF. If approved, they will mark the PPF 'Approved' on the Programs site. They will then complete a rental form, have the program contact sign the form, and send the signed form to the *SRO* to book the room.

9.4.3 LSM Spaces

The *SCG* is not required to submit a PPF. These spaces must be booked with LSM directly and usually come with a cost.

9.4.4 Other U of T Spaces + Off-Campus

If the program does not use New College funding or promotional platforms (i.e. social media), a PPF is not required. This includes programs serving alcohol.

If funding or promotion is requested, the *SCG* must complete a PPF, including any forms or waivers, on the New College Student Programs site with the appropriate lead time (see section 7 of the *Policy*). The Student Life team will review the PPF. For programs serving alcohol, the team will request a feedback meeting. This meeting must be completed five (5) business days before the event. If approved, the team will mark the PPF 'Approved' on the Programs site.

9.5 New College Student Council (NCSC)

9.5.1 New College Rooms

NCSC must complete a PPF on the New College Student Programs site with the appropriate lead time (see section 7 of the *Policy*). The Student Life team will review the PPF. If approved, they will mark the PPF 'Approved' on the Programs site and will book the room. The team will send the booking confirmation to the program contact.

9.5.2 Summer Residence Spaces

NCSC must complete a PPF on the New College Student Programs site with the appropriate lead time (see section 7 of the *Policy*). The Student Life team will review the PPF. If approved, they will mark the PPF 'Approved' on the Programs site. They will then complete a rental form, have the program contact sign the form, and send the signed form to the SRO to book the room.

9.5.3 LSM Spaces

NCSC must complete a PPF on the New College Student Programs site with the appropriate lead time (see section 7 of the *Policy*). The Student Life team will review the PPF. If approved, they will mark the PPF 'Approved' on the Programs site. NCSC can then contact LSM to book the room. Applicable fees may apply.

9.5.4 Other U of T Spaces + Off-Campus

NCSC must complete a PPF, including any contracts or waiver, on the New College Student Programs site with the appropriate lead time (see section 7 of the *Policy*). The Student Life team will review the PPF. If alcohol will be served at the program, the team will send availability for a feedback meeting. This meeting must be completed five (5) business days before the event. If approved, the team will mark the PPF 'Approved' on the Programs site.

9.6 Orientation Week Executives

9.6.1 New College Rooms

Execs must complete a PPF on the New College Student Programs site with the appropriate lead time. All PPFs for Orientation Week are to be submitted by July 31. The Student Life team will review the PPF. If approved, they will mark the PPF 'Approved' on the Programs site and will book the room. The team will send the booking confirmation to the program contact.

9.6.2 Summer Residence Spaces

Execs must complete a PPF on the New College Student Programs site with the appropriate lead time. All PPFs for Orientation Week are to be submitted by July 31. The Student Life team will review the PPF. If approved, they will mark the PPF 'Approved' on the Programs site. They will then complete a rental form, have the program contact sign the form, and send the signed form to the SRO to book the room.

9.6.3 LSM Spaces

Execs must complete a PPF on the New College Student Programs site with the appropriate lead time. All PPFs for Orientation Week are to be submitted by July 31. The Resident Life team will review the PPF. If approved, they will mark the PPF 'Approved' on the Programs site. They will then contact LSM to book the room. Applicable fees may apply.

9.6.4 Other U of T Spaces + Off-Campus

Execs must complete a PPF, including any contracts or waiver, on the New College Student Programs site with the appropriate lead time. All PPFs for Orientation Week are to be submitted by July 31. The Student Life team will review the PPF. If alcohol will be served at the program, the team will send availability for a feedback meeting. This meeting must be completed five (5) business days before the event. If approved, the team will mark the PPF 'Approved' on the Programs site.

9.7 Residence Dons

9.7.1 New College Rooms

The Don(s) must complete a PPF on the New College Student Programs site with the appropriate lead time (see section 7 of the *Policy*). The Residence Life team will review the PPF. If approved, they will mark the PPF 'Approved' on the Programs site and will book the room. The team will send the booking confirmation to the program contact.

9.7.2 Summer Residence Spaces

The Don(s) must complete a PPF on the New College Student Programs site with the appropriate lead time (see section 7 of the *Policy*). The Resident Life team will review the PPF. If approved, they will mark the PPF 'Approved' on the Programs site. They will then complete a rental form, have the Don(s) sign the form, and send the signed form to the *SRO* to book the room.

9.7.3 LSM Spaces

The Don(s) must complete a PPF on the New College Student Programs site with the appropriate lead time (see section 7 of the *Policy*). The Resident Life team will review the PPF. If approved, they will mark the PPF 'Approved' on the Programs site. They will then contact LSM to book the room. Applicable fees may apply.

9.7.4 Other U of T Spaces + Off-Campus

The Don(s) must complete a PPF, including any contracts or waiver, on the New College Student Programs site with the appropriate lead time (see section 7 of the *Policy*). The Student Life team will review the PPF. If alcohol will be served at the program, the team will send availability for a feedback meeting. This meeting must be completed five (5) business days before the event. If approved, the team will mark the PPF 'Approved' on the Programs site.

9.8 Recognized Student Groups

9.8.1 New College Rooms

The group must complete a PPF on the New College Student Programs site with the appropriate lead time (see section 7 of the *Policy*). The Student Life team will review the PPF. If approved, they will mark the PPF 'Approved' on the Programs site and will book the room. The team will send the booking confirmation to the program contact.

9.8.2 Summer Residence Spaces

The group must complete a PPF on the New College Student Programs site with the appropriate lead time (see section 7 of the *Policy*). The Student Life team will review the PPF. If approved, they will mark the PPF 'Approved' on the Programs site. They will then complete a rental form, have the program contact sign the form, and send the signed form to the *SRO* to book the room. Applicable fees will be charged for the booking.

9.8.3 LSM Spaces

The group is not required to submit a PPF. These spaces must be booked with LSM directly and usually come with a cost.

APPENDIX A: New College Space Availability Calendar

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

[NEW COLLEGE LINK](#)

Availability for Learning Space Management can be found through the following link:

[LSM LINK](#)

APPENDIX B: Post-Approval Procedures

After a PPF has been submitted and approved, all *Student Bodies* must adhere to the post-approval program procedures. These include the following:

- Keys can be picked up from the Front Desk (40 Willcocks St.) in exchange for a TCard. Have the room booking confirmation ready to show the Front Desk staff as well as a TCard to exchange for the key.
 - Room keys can only be retrieved by the contact listed on the booking.
- All rooms should be left tidy and garbage-free. All garbage should be bagged and left at a waste warrior receptacle. No messes should be left in the rooms.
- No furniture may be moved from one classroom to another.

Questions can be emailed to the appropriate reviewers:

- new.studentlife@utoronto.ca = Commuter Advisors, New College Student Centre Groups, New College Student Council, Orientation Week Executives, S.O.P. Recognized Groups
- new.reslife@utoronto.ca = Learning eXperience Assistants, New College Residence Council and House Councils, Residence Dons

Failure to abide by these rules may result in being unable to book rooms in the future.