1.0 PURPOSE AND SCOPE

1.1 This booking pre-screening procedure establishes:

1.1.1 guiding principles for the booking and use of University Space; and

1.1.2 a consistent, transparent, and reasonable process for assessing and approving or denying University Space booking requests.

1.2 This procedure applies to the booking and use of all University Space (except bookings for SFU credit courses or academic seminars and workshops that are not open to the general public and bookings for individual or small group study) and applies to all persons seeking to book or use University Space, and to all persons managing or authorizing the booking of University Space.

2.0 GUIDING PRINCIPLES

2.1 Simon Fraser University (“SFU”) acknowledges that the role of a university is to nurture debate and dialogue about important and often controversial issues in the public sphere. SFU is committed to being an open and inclusive university whose foundation is intellectual and academic freedom.

2.2 SFU acknowledges that University Space may be booked and used by those who express ideas that may be contrary to the University’s vision and values. By providing University Space for use by students, faculty, staff and the public, SFU is not endorsing the activity nor any of the aims, policies or activities of any group or individual using the University Space, nor any of the views, ideas, messages, or information they express.
2.3 SFU is committed to protecting the physical safety of University Community Members and Event attendees, to minimizing disruption of University services and operations, and to protecting its property from physical damage. Accordingly, there are reasonable limits on whether, how, and when University Space may be booked and used.

2.4 These pre-screening procedures assist SFU to identify Events that may require higher levels of security and require a risk assessment.

3.0 DEFINITIONS

3.1 See Appendix A to the Use of University Space policy (GP 36) for definitions of words used in the policy, in these procedures, and in the Use of University Space Risk Assessment Procedures.

4.0 LIMITATIONS ON USE OF UNIVERSITY SPACE

4.1 The University may deny a request to book University Space, cancel a booking of University Space, or terminate a planned Event at any time without notice before or after the planned Event commences, or it may approve an Event subject to safety, time, date, or other conditions. Considerations include, but are not limited to, the availability of University Space, the suitability of the University Space requested, the University's capacity to accommodate the request, and safety and security assessments.

4.2 The University may deny a request to book University Space, or cancel a booking of University Space, or terminate a planned Event where:

4.2.1 the intended user of the University Space or their representative(s) have previously damaged or misused SFU property, or failed to pay any required fees for use of University Space; or

4.2.2 the intended user of the University Space or their representative(s) have contravened the University Space procedures and/or an SFU facility licence in the past and SFU reasonably believes this will occur again; or

4.2.3 the intended user of the University Space or their representative(s) have made a material misrepresentation regarding the user, the proposed use, or any participants or attendees; or

4.2.4 the planned Event requires a permit and/or authorization by the University or an external body, such as the service of alcohol, where the relevant permit and/or authorization has not been obtained; or

4.2.5 the planned Event is in contravention of an applicable University policy; or

4.2.6 the planned Event is in contravention of interim or final measures in place as a result of formal University processes, or a final or interim court order.

4.3 The University may also deny a request to book University Space, or cancel a booking of University Space, or terminate a planned Event where it has determined that the University would
be violating a municipal, provincial, federal, or other applicable law by allowing the booking of University Space and/or allowing the planned Event to proceed.

4.4 The University may also deny a request to book University Space, cancel a booking of University Space, or terminate a planned Event at any time without notice before or after the planned Event commences, when the University in consultation with E-TAG concludes that the planned Event poses a significant risk to the physical safety of University Community members or Event attendees.

4.5 The University may place conditions on the University Space booking.

4.5.1 The University may require additional safety, emergency and/or security measures, including plans, safety/emergency resources and personnel be provided for the planned Event.

4.5.2 The University reserves the right to designate the date, time, and space allotted to the planned Event and to limit the number of attendees. Such decisions will take into account, but not be limited to, the potential impact of the planned Event on community safety and University operations.

5.0 PRE-SCREENING AND RISK ASSESSMENT

5.1 SFU considers the University Space booking pre-screening process necessary to identify potential concerns and the risk assessment processes necessary to identify, assess, and mitigate risk to the physical safety of University Community members and Event attendees.

5.2 Pre-screening includes assessing for potential impacts to University operations and assessing whether the planned Event may require additional preparation by or inclusion of SFU staff or contractors, including safety, emergency, and security planning and/or resources.

5.3 All requests to book University Space must undergo a pre-screening process, as outlined below.

6.0 BOOKING PROCEDURE

Timing

6.1 All persons or organizations (“Event Organizers”) seeking to book University Space must formally initiate their request no less than six weeks in advance. Early initiation of a request to book University Space is important for all planned Events, but the six-week deadline is essential for:

6.1.1 a planned Event with unrestricted admission, regardless of the number of attendees; and

6.1.2 a planned Event for two hundred (200) or more people, whether admission is restricted or not.

6.2 The Director of the Booking Office (or equivalent) in consultation with Safety and Risk Services, may lessen the advance notice period requirement for a planned Event.
Initiating a Request to Book University Space

6.3 All persons or organizations ("Event Organizer") seeking to book University Space must first provide the following information to the Booking Office:

6.3.1 Name and title of Event Organizer;
6.3.2 Event Organizer’s contact information (including email, telephone, and mailing address);
6.3.3 Contact department/organization (if applicable);
6.3.4 Contracting department/organization (if applicable);
6.3.5 Event title/name;
6.3.6 Event purpose;
6.3.7 Event Date(s);
6.3.8 Event start time and end time;
6.3.9 Maximum number of attendees expected;
6.3.10 Number of breakout rooms required (if applicable);
6.3.11 Preferred room set-up;
6.3.12 Catering needs (including alcohol);
6.3.13 Is admission to the Event restricted to University Community Members or to another group, or is admission to the Event unrestricted?
6.3.14 Are admission tickets being sold?
6.3.15 Are news media being invited or might the Event attract media?
6.3.16 Are any high-level dignitaries, elected officials, or VIPs participating or invited to attend?

Additional Pre-screening Questions

6.4 Events with over 75 attendees or with unrestricted admission, or involving high-level dignitaries or news media, may require higher levels of security and/or pose other risks that should be identified and mitigated. Therefore, if the Event Organizer is expecting over 75 people in attendance, or if any answer to questions 6.3.13 to 6.3.16 above is “yes”, the Event Organizer must promptly provide responses to the following additional set of questions:

6.4.1 Names of all potential speakers, and any groups they are representing.
6.4.2 If the University Space booking is on behalf of a third party, identify that person/department/organization.
6.4.3 Is the planned Event being publicly advertised through social media, websites, or other channels? If so how, where, and when.

6.4.4 Has the Event Organizer, the organization, their representatives, or any potential speakers attracted adverse publicity and/or protest in the past? Please describe.

6.4.5 Has the planned Event’s purpose or theme attracted adverse publicity and/or protest in the past? Please describe.

6.4.6 Might the planned Event attract adverse publicity and/or protest? Please describe.

6.4.7 Is any external security being contemplated, requested, or retained by the Event Organizer?

6.5 All University Space booking requests will be pre-screened by the Booking Office front-line staff. If additional pre-screening is required, as contemplated in section 6.4, the Event Organizer will be further pre-screened by the Director of the Booking Office (or equivalent).

6.6 In addition to the pre-screening information obtained through the above processes, the following will also be considered by the Director of the Booking Office (or equivalent):

6.6.1 Is the University Space booking request on behalf of a new or existing client?

6.6.2 If they have previously booked/rented University Space, have they complied with the user agreement? Have any of the previous bookings resulted in safety, emergency and/or security concerns?

6.6.3 What is the nature of the planned Event – private or public? For example: private meeting, public lecture, filming?

6.6.4 Are there sufficient internal staff resources to adequately manage the planned Event?

6.6.5 Is there appropriate University Space available to host the planned Event?

6.7 The Director of the Booking Office (or equivalent) will consider the information from the pre-screening process, including the considerations listed in section 6.6, and determine whether the request to book University Space will be immediately granted and the Event approved, or whether a potential limitation on use has been identified.

6.8 If the pre-screening process identifies a potential limitation on use as set out in section 4.2, the Director of the Booking Office (or equivalent) will determine whether the request to book University Space will be granted and the Event approved, with or without conditions, or denied. In making this determination, the Director may consult with Event Threat Assessment Team (“E-TAG”) and/or with the Responsible Vice-President.

6.9 If the pre-screening process identifies a potential limitation on use as set out in section 4.4, the Director of the Booking Office (or equivalent) will refer the request to book University Space to E-TAG for risk assessment pursuant to the Use of University Space Risk Assessment Procedures.
6.10 If the pre-screening process identifies a potential limitation on use as set out in section 4.3, the Director of the Booking Office (or equivalent) will refer the request to book University Space to the Responsible Vice-President in accordance with section 8.1 of these procedures.

7.0 Risk Assessment

7.1 Where a request to book University Space has been referred to the Event Threat Assessment Group (“E-TAG”), the Booking Office and Safety and Risk Services will jointly conduct a risk assessment following the processes outlined in the Use of University Space Risk Assessment Procedures.

7.2 The risk assessment is intended to assess information about inherent risks of the planned Event and determine if:

7.2.1 The planned Event can be accommodated without any additional safety, emergency and/or security planning or resources.

7.2.2 The planned Event can be accommodated but it will require safety, emergency and/or security planning or resources beyond what is already in place for University operations to mitigate risks. Accommodation may include, but is not limited to:

a. Allocation of space and a time and date that is an alternative to that originally requested.

b. Addition of SFU-provided safety, security and emergency personnel and planning, at the expense of the Event Organizer.

7.2.3 The planned Event poses a significant risk to the physical safety of University Community members or Event attendees.

7.3 If E-TAG determines that the planned Event can be accommodated, the Director of the Booking Office (or equivalent) is authorized to proceed to grant the University Space booking request and approve the Event, with or without conditions, as appropriate.

7.4 If E-TAG determines that that planned Event poses a significant risk to the physical safety of University Community members or Event attendees, E-TAG will provide the University Space booking request, the risk assessment, and E-TAG’s recommendation to the Responsible Vice-President for further assessment.

7.5 The Responsible Vice-President will consider E-TAG’s recommendation, the University space booking request, and the risk assessment. Subject to the requirement in section 8, the Responsible Vice-President:

7.5.1 may grant the University Space booking request and approve the Event, with or without conditions;

7.5.2 may concur with E-TAG that a significant risk exists and will take a recommendation forward to the University Executive. The decision of the University Executive is final.
7.6 Pre-screening and risk assessments may continue up to and during the time of the planned Event based upon receipt of new information. If new concerns arise relating to safety, emergency and/or security, SFU may apply additional mitigation measures or may cancel the University Space booking or terminate the planned Event without notice.

7.6.1 If at any time prior to the commencement of the planned Event the risk assessment results in a recommendation to cancel or reschedule it, the Responsible Vice-President will make a recommendation to the University Executive. The decision of the University Executive is final.

7.6.2 If at any time after the planned Event commences SFU Safety and Risk Services determines that a significant risk to the physical safety of University Community members or Event attendees has developed, SFU Safety and Risk Services has the authority to immediately terminate the event.

8.0 Potential Violation of Law

8.1 If at any time during the pre-screening and/or risk assessment process it becomes apparent that the University might be violating a municipal, provincial, federal, or other applicable law by allowing the booking of University Space and/or allowing the planned Event to proceed, the matter will be referred to the Responsible Vice-President who will obtain a recommendation from SFU’s Office of General Counsel and will thereafter refer the matter to the University Executive with a recommendation. The decision of University Executive is final.