Original Approval Date: June 15, 2019
Most Recent Approval: June 15, 2019
Editorial Amendments: December 12, 2025

Parent Policy: Space Management Policy

Outdoor Site Booking Procedure

Office of Administrative Responsibility:	Director, Buildings, Technologies & Grounds
Approving Authority:	Associate Vice-President (Utilities and Operations)

Purpose

The University of Alberta acknowledges that it is of benefit for the University community to have access to outdoor university space for the benefit of academic and non-academic pursuits. At the same time, the university is responsible for taking reasonable steps to ensure the safety of all members of the university community and its visitors, to ensure the proper functioning of the university, for protecting and managing its property, and for exercising good stewardship of public resources.

In the context of these responsibilities, the university permits the use of university space for outdoor events by members of the university community and reserves the right to deny the use of space or to make activities within University space subject to conditions - such as security, insurance, or signature of a waiver. The University also retains the discretion to revoke approval at any time prior to the event. The University may exercise these rights at its sole discretion.

Any activity taking place within University space must comply with applicable laws and University policies.

Facilities and Operations manages all University space, and is allocated to approve occupants. The University of Alberta has delegated authority to Facilities and Operations to approve or deny short-term use of centrally scheduled space, reserves the right to manage and restrict access to University space, and based on certain factors. These factors include but are not limited to, group size, nature of the event, whether food and beverage are served, the size and location of the space, and the timing of the event.

The proponent is responsible for any costs occasioned by an approved use of outdoor space, including costs related to mitigating unanticipated risks associated with the event.

The University values the expression of diverse points of view. Where the event is lawful and compliant with University policies and procedures, content will not be a factor in determining

approval to use University space for short-term casual events.

Outdoor sites can be booked by faculties, departments, administrative units and registered student groups and can be scheduled at any time throughout the year.

This procedure does not apply to off-campus individuals and groups. If you are an off-campus individual or group, you may have certain sites approved for outdoor photography – see the Photo Guidelines and Process website. Anyone requesting permission to film on campus should contact External Relations.

The purpose of this procedure is to outline the steps for faculty, staff, students, and other parties to book exterior University space on North Campus, South Campus, Augustana Campus, and Campus Saint-Jean, to ensure the such uses comply with applicable law and University policy, and to provide mechanisms to ensure that risks associated with the use of space are identified and mitigated.

Definitions

The attached definitions table outlines the terms used in this procedure and any specific rules of interpretation that apply.

Scope

Compliance with this policy document extends to all academic, support, and excluded staff, and academic colleagues as outlined and defined in the *Recruitment Policy*; undergraduate and graduate students and post-graduate learners; postdoctoral scholars, emeriti, the Governors of the University of Alberta, volunteers, and all campus visitors or third-party contractors.

Procedure

1. REQUEST TO RESERVE EXTERIOR SPACE

   All groups holding outdoor events on campus must book the site to ensure their events do not interfere with other groups. A request to book an outdoor site requires the Outdoor Site Request Form. Requests should be submitted to Facilities and Operations a minimum of 10 business days prior to the event by email or regular campus mail. The request form provides the contact address and telephone numbers. Please note, further details may be required, and additional deadlines may apply depending on the size of your event. Refer to the Outdoor Site Request Form for additional booking requirements and submission timelines.

2. APPROVAL OF REQUESTS

   Submitting a request does not approve the event itself, only the reservation of the space. The Dean or Director of the requesting faculty or department may also require approval. All Student Group events must be approved by Student Success and Experience (SSE) – see the Student Groups Procedure or contact the Student Event Risk Management Coordinator. Approval may also be subject to additional conditions as described below.

Events must abide by all University policies and procedures, and all applicable municipal bylaws, Provincial and Federal statutes and regulations.

3. SECURITY

   University of Alberta Protective Services (UAPS) may be consulted with respect to certain events. UAPS will assess events to determine the risk and level of service that may be required. Security arrangements are subject to staff availability and any fees for these services, including access to buildings outside of regular building hours (see Campus Building Hours), will be the responsibility of the user group. Security assessments are coordinated as part of the space booking process, by contacting Buildings and Grounds Services, who will work with UAPS to provide a service requirement and cost estimate.

   Risk Management and Insurance may require that waivers be signed by participants for any events that include an unusual or high-risk activity or possibility of damage to university property.

4. OUTDOOR SITE REQUEST FORM

   An Outdoor Site Request Form is returned to the individual or group requiring reserved space. Groups should keep this form on hand during the event as proof of booking.

5. FEES AND INVOICING

   Groups or individuals are invoiced if other items relating to the event have been requested. Fees will apply for additional requirements requested by the user groups (i.e. technology support), or as determined to be required or assessed by University of Alberta Protective Services, Facilities and Operations (i.e. security, conference coordination, cleaning), or pursuant to any other policy or procedure. Account numbers should be added to the Outdoor Site Request Form and a signed copy returned to Facilities and Operations.

6. ALCOHOL AT UNIVERSITY EVENTS

   Fencing is required for all events where liquor is served and must be supplied and installed by Facilities and Operations. See the *Alcohol Policy* and associated procedures for further information on events where alcohol is served.

7. BARBEQUES

   Barbeques must be either propane or coal fueled. Natural gas is not available on campus. Facilities & Operations does not rent barbeques. When using any fuel type barbeques, a fire extinguisher (B) should be accessible and fully charged for immediate use. The type of fire extinguisher needs to be appropriate for the specific possible hazards where the fire extinguisher is located. The fire extinguisher must have a label to identify which type of fire that fire extinguisher is designed for. The fire extinguisher should have an annual inspection tag identifying the date of the most recent inspection. The inspection should not be greater than one year from the date of use.

   Barbeques must be set away from entrances and air intakes so that smoke is not drawn into nearby buildings.

For safety reasons, a piece of carpet or tarp should be placed under the barbeque to catch any grease dripping on the cement or paving stones.

8. CHARGEABLE ITEMS

   A detailed list of items carrying an additional charge is provided on the Outdoor Site Request Form.

9. ELECTRICAL ACCESS

   Electrical access at outdoor sites requires a separate work requisition. Refer to the Outdoor Site Booking site for more information.

10. FOOD SALES

    If food is being sold or if the event is a fundraiser, all groups must follow the guidelines provided by Alberta Health Services (AHS).

11. SITE CLEANUP

    Event organizers and their groups are responsible for all site clean-up. Additional charges may be levied if Buildings and Grounds Services are required to repair or recondition the site, or devote additional time to site clean-up.

    Ash and/or hot coals from barbeques must be properly disposed of and must not be deposited into shrub or flower beds.

    All signs announcing and advertising the event must be removed at the event's completion. Spray paint or spray chalk is not permitted on any surface.

    Vehicles are not allowed on grassed areas without prior authorization.

12. WASTE, RECYCLING AND ORGANICS BINS

    To reduce the amount of waste produced on campus, event organizers are encouraged to use reusable dishes and cutlery where possible and order recycling and/or organics bins.

    The Buildings and Grounds staff will provide garbage bags for the waste bins and compostable bags for the organics bins.

    Bins will have labels that identify acceptable materials. Buildings and Grounds staff will empty all recycling and organics bins. All waste bins will be the responsibility of the event staff. Waste bins can be emptied into any green waste dumpster or compactor at any building loading dock. Permanent outdoor containers are not to be used to dispose of waste from outdoor events.

13. INDOOR EVENT SITE BOOKING

    Facilities and Operations does not book space inside University buildings. See the Short-Term Casual Event Booking Procedure.

14. PHOTOGRAPHY

All outdoor photography must be pre-booked through Facilities and Operations by contacting the Site Booking Coordinator directly (see Outdoor Photography information on the Outdoor Events website). The Outdoor Site Request Form is not required.

Indoor photography is not allowed in campus buildings.

15. SPORTS FIELDS

    Individuals or groups wishing to book sports fields should contact the Faculty of Kinesiology, Sport, and Recreation directly.

Definitions

Any definitions listed here apply to this policy document only with no implied or intended institution-wide use. For clarity, defined terms listed here include grammatical variations thereof.	
Outdoor	Any event planned and organized by an officially recognized University of Alberta group which takes place outside of university buildings. Also includes scheduled photography sessions by private groups and members of the campus community.
Registered Student Group(s)	A student group registered with the Students' Union Office of the Director of Student Groups. Student group registration is required in accordance with General Faculties Council.

Forms

- Outdoor Site Request Form
- Work Requisition Form

Parent Policy Suite

- Space Management Policy
- Classroom Scheduling for Courses Procedure
- Demolition Procedure
- Facilities Floor and Room Numbering Procedure
- Maintenance Request Procedure
- Outdoor Site Booking Procedure
- Pets on Campus Procedure
- Real Property Acquisition Procedure
- Real Property Disposition Procedure
- Real Property Proceeds Procedure
- Renovation Procedure
- Short Term Casual Event Booking Procedure
- Space Management Procedure
- Use of University Equipment by Professors Emeriti Procedure
- Use of University Space by External Entities Procedure

- Vending Procedure

Related Policy Documents

- Alcohol Policy
- Parking and Traffic Management Policy Appendix A Parking Operations
- Posting Announcements, Notices and Banners Procedure
- Short-Term Casual Event Booking Procedure
- Student Conduct Policy
- Student Groups Procedure

Related Links

- Alberta Health Services (AHS)
- Buildings, Grounds and Environmental Services
- Campus Operations and Services
- Conference Services
- Health, Safety and Environment
- Kinesiology, Sport, and Recreation
- Office of the Registrar
- Outdoor Events
- Outdoor Site Booking
- Photo Guidelines and Process
- Risk Management and Insurance
- Student Group Services - Waivers
- Student Success and Experience (SSE)
- University of Alberta Protective Services (UAPS)

History

- June 15, 2019 Approved.
- October 31, 2024 Editorial amendment. Formatting, office name and links.
- August 1, 2025 Editorial amendment. Formatting, office name and links.
- December 12, 2025 Editorial amendment. Formatting and links.

For questions surrounding policy document interpretation or implementation, please contact the Office of Administrative Responsibility.

The official version of this document may be obtained from https://www.ualberta.ca/policies-procedures/index.html