

Guiding Principles for Assigning of Space/Facilities

1. Different seasons/months, and time day/weekly time slots are assigned different priorities.
 - 1.1. Some times and/or seasons, in certain spaces, are prioritized to generate revenue through external rentals.
 - 1.2. Some times and/or seasons, in certain spaces, are prioritized for internal programming/ internal purposes (e.g., Internal Users) and external programming (e.g., External Users)
2. Non-University of Regina students and non-University of Regina student targeted operations (those operations over whom the University does not exercise financial control) must all pay for space and/or facility renewal in some way.
3. The Faculty will begin considering of implementing a Facility & Equipment Fee (i.e., Overhead), based on the 100% rental rate for all community users.
4. Those users with booking priority have a limited time in which to request and make decisions regarding space need before it is released for more general availability and/or to those with a lesser priority.
 - 4.1. For Fall and Winter bookings, June 1; For Summer bookings, February 1
 - 4.2. Internal users/groups may submit requests/proposals for non-priority space prior to June 1
 - 4.3. All bookings must be done through CKHS Book, even for those with priority booking (i.e., athletic teams, intramurals, etc.).
5. We have an obligation to provide training space (access) for U of R Cougar Athletic Varsity teams (currently includes: Men's & Women's Basketball, Volleyball, Hockey, Track & Field, Cross-Country, Wrestling & Swimming; Women's Soccer, Men's Football)
6. Some 'Open Time' may be designated for specific purposes (e.g., badminton, etc.), other 'Open Time' will be truly open. The specific purpose open time may require a membership/user access fee since it is being restricted in usage. In the future, open time may also require membership/user access fees should use of open time by non-members of the campus community become problematic.
7. We have an obligation to make space available for priority University functions (e.g., Recruitment, Student Affairs, Large Conferences held on campus, etc.) even if this interferes with those who have priority booking into that space or interferes with programming the Faculty delivers.