



SUB SPACE USAGE POLICIES

Student Union Building Space Usage Policies

UFV STUDENT UNION SOCIETY
Abbotsford Campus, S1109
p: (604) 864-4613
w: ufvsus.ca/
e: info@ufvsus.ca

Student Union Building Space Usage Policies – Student Organizations

1. All materials – signage, banners, posters etc.) to be publicly displayed or all literature to be displayed and/or distributed are to be provided (hard copy, digital scan, pdf, jpeg, etc.) to the SUS (UFV Student Union Society) Facilities Coordinator no later than 4 days prior to the booking date for review and approval. SUS reserves the right to refuse the display of signage and/or distribution of literature that violates community standards or SUS deems to be not in the best interests of the Society's members. Messaging must be in good taste in the opinion of SUS.
2. Detailed information as to sales of goods or services, free sampling of goods or services, or distribution of literature are to be provided to the SUS Facilities Coordinator no later than 4 days prior to the booking date for review and approval. SUS reserves the right to not permit the sampling of any product that SUS deems to be not in the best interests of the Society's members.
3. SUS does not permit any organization to collect any information from students other than their name and their email address. Any organization collecting information from students must indicate in the space rental contract that they will not sell the information to another user, that they will provide detailed and accurate information to students about how the information collected will be utilized and with whom it will be shared, and they will warrant that they will strictly adhere to the regulations regarding the privacy of personal information they have collected outlined in the PERSONAL INFORMATION PROTECTION ACT of British Columbia.
4. Tabling. There can be no more than two organization representatives per table for a total of 4 representatives for two tables assigned. Organization representatives cannot move from the behind the table to solicit individuals walking through the space. Organization representatives must use a normal voice volume (no shouting) to communicate with pedestrian traffic in the building.
5. No signage (posters, banners etc.) can be mounted on the building – walls, windows, doors, bulkheads etc. – without the permission of SUS. Only SUS is permitted to mount any signage.
6. Tables and chairs (two chairs per table) will be set up by SUS and the tables and chairs cannot be moved to another location without the permission of SUS. Any movement of chairs and tables can only be carried out by SUS facilities staff.
7. Any power needs required by a client must be identified on the space reservation contract and provided by SUS. Clients cannot independently access wall or floor electrical outlets.
8. Food offered for sale or given away in connection with the solicitation must comply with all applicable health code standards. All food items of any type being distributed must be commercially produced, commercially wrapped/canned/boxed/bagged, and distributed in that manner undisturbed. Food given away in connection with solicitation may not be prepared at the place of distribution. Goods and services offered for sale must comply with applicable provincial and federal taxes regulations.





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9. Any items left behind by a client and/or service providers contracted by the contractor found on-site at the cessation of an event/activity will be removed and the costs for removal and disposal will be charged against a \$500 damage deposit required of all clients. Any items left on-site by a caterer at the cessation of an event/activity shall result in the loss by the client of the \$75 catering deposit required of all clients using a caterer.
10. Chalking of sidewalks is prohibited without the direct approval of SUS. The cost of removing chalking where not approved will be billed to the client at a rate of \$125 per hour for the labour and equipment used to remove the chalking. Chalking authorized by SUS can only be placed on horizontal surfaces that are exposed to rain.
11. Payment for licenses, labour costs or any variable costs that can be applied to a student organization must be made in advance not later than 48 hours prior to the event.
12. Any delivery that has special requirements beyond parking in the SUB lot must be made 5 business days in advance through the SUB Facilities Coordinator. SUS will not be responsible for providing any carts for moving materials into the SUB.
13. Any violation of SUS polices outlined above will result in a warning and requirement for immediate corrective action on the part of the organization's representatives. Refusal to comply or inadequate compliance can lead to the tables being removed and the activity brought to an immediate halt. A refund of the booking fees or other costs will not be provided in such instances. Student organizations may face sanctions including not being permitted to book SUB space for a determined period of time, or being able participate in SUS activities supporting club and association activities (i.e. clubs week, event fund grants).

Charges:

14. **Rental Fees:** Rental fees will be charged to any club or organization that charges admission or seeks donations.
15. **Set-Up charges:** These charges are to be levied when space is booked, with or without charge, and when a space requires a specific furniture and equipment configuration, additional clean up or garbage removal is required, or when a space is not returned to its original condition. Up to two tables and four chairs are provided with each organization's space rental.
16. **A/V Equipment – Food and Beverage Service.** Requirements for audio visual equipment, signage or food service, and any other contracted services must be communicated in detail to SUS. SUS has right of first refusal with the provision of certain service levels for A/V and food and beverage support. The use of external equipment and food and beverage services is prohibited without the approval of SUS. Access to SUS space by a contracted service supplier (i.e. DJ, production company, food and beverage suppliers etc.) must be approved by SUS in advance of the event.



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17. **Extraordinary Charges.** Extraordinary charges will be levied when an organization fails to comply with this policy and the charge can entail loss of a deposit and/or double the rental fee for the rented space. Furthermore, should SUS learn, prior to the event, that the organization booking the space has knowingly provided false information concerning the nature of the event, contracted service suppliers etc., SUS may cancel the booking and retain all deposits that have been paid to reserve the space.
18. Organizations can only reserve SUB space by contacting facilities@ufvsus.ca. Organizations must request the use of such space at least 78 hours in advance of the activity.

Prohibitions:

The purpose and intent of these regulations is to place reasonable limitations on activities occurring in SUS space so that the SUS may fulfill its primary missions of serving students, promoting student personal and academic development, and supporting a welcoming and inclusive community.

19. Activities may not be conducted in a manner that violates any federal, provincial, or local law.
20. Activities may not be conducted in a manner or at a time or place that is either incompatible or unreasonably interferes with the educational, research, service, or other legitimate functions of SUS or the University.
21. Activities may not be conducted in a manner that violates the rules, regulations, or policies of the SUS.
22. Activities may not be conducted in a manner that violates applicable fire or safety regulations.
23. Activities may not disrupt academic activity, block egress (i.e. block safe access to exits and entrances, hallways, sidewalks, streets etc.) or pose a threat to the personal safety of community members.
24. Displays shall not be permitted that, in the reasonable interpretation of SUS, are defamatory. Defamatory displays are those that injure the character or reputation of an identifiable person or group by false and malicious statements or representations.
25. Displays shall not be permitted that, in the reasonable interpretation of SUS, tend to the promotion of genocide or hatred against a group distinguished by colour, race, religion, ethnic origin, sexual orientation, or displays that promote gender stereotypes, sexually inappropriate content, or content that reduce human dignity in marginalized communities.
26. Where "fronting" has been discovered where a UFV student organization has acted as an agent on behalf of a University Group or Non-University Group in order to obtain the Student Organization discount, SUS will apply commercial rates to the invoice and may take further action prohibiting any of the parties from using SUS space in the future and will considering seeking compensation through legal means. Where a UFV staff or faculty member has been found facilitating and colluding with a student organization to





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obtain the student discount for a University Group (i.e. department), SUS will bring the incident to the attention of UFV's Human Resources department.

27. Organizations shall not engage in harassing, physically abusive, threatening or intimidating conduct toward any person.
28. Organizations are expected to refrain from littering and may be held responsible for costs incurred as a result of littering. In addition, the group or individual must collect and remove any loose, dropped, or littered materials or trash in the vicinity of the distribution area. Failure to do so may result in a charge to the group or individual for the cleanup of these materials.
29. Organizations are accountable for compliance with the provisions of these regulations. Violations of these regulations may be grounds for disciplinary action (i.e. immediate ejection from the premises, loss of deposit, etc.). Student organizations and Students who sponsor non-university participants may be held accountable for such participant's compliance with these regulations. In addition, organizations who fail to comply with these provisions may face appropriate legal action under local, Provincial, or Federal law.
30. Student organizations may engage in commercial solicitation to generate funds for their programming activities consistent with the stated purpose of the group, subject to the following conditions: a. No door-to-door solicitation is permitted; b. The sale or free "giveaways" (sampling) of items and service does not violate University and SUS exclusivities or, in the opinion of SUS, negatively impact SUS operations and revenue generation. Rental fees outlined on the rate schedule for Commercial and Non-Commercial Solicitation shall be applied.
31. Organizations not authorized by SUS and the University are prohibited from conducting independent solicitations of charitable contributions.

Payment:

32. Payment should be in the form of a money order, cashier's check, or certified check or through VISA/Mastercard.

Definitions:

33. Non-for-profit" or "charitable organization" means an organization that has humane and philanthropic objectives, whose activities benefit humanity or a significant rather than limited segment of the community without expectation of pecuniary profit or reward and is exempt from taxation.
34. "Commercial Solicitation" means any proposal to sell, seeking or asking of an offer to buy, dissemination of information for the purpose of facilitating the sale of goods or services, any activity which attempts to raise funds, whether through sale of goods and services or donations, for any entity that is not a charitable organization, or the dissemination or collection of surveys for a commercial purpose.





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35. “Non-Commercial Solicitation” means any hand distribution of leaflets, brochures or other written materials designed for informational and not commercial purposes. This definition does not include the dissemination of information for purposes of the administrative, academic, research, or extension activities of SUS or the University.
36. “Non-University Groups” or “Third Parties” means a group of individuals, other than Student or University Groups that are legally separate entities from SUS and the University, even though some of the members or participants may be University personnel, alumni, or students.
37. “Student” means any person from the time he or she accepts admission to UFV up through the date of graduation. This includes new students at orientation and any other person currently enrolled in a credit earning course offered by UFV.
38. “Student Organization” means a group of students who have satisfied SUS’s procedures and requirements for registration or recognition.
39. “University Group” means an administrative or academic unit, department or center within the University.

I have read and understood the terms and conditions above. I accept these terms and conditions.

Name (printed): _____

Signature: _____

Name of Organization: _____

Date: _____





Student Union Building Space Usage by Vendors and Marketers

Terms and Conditions for Commercial Solicitation and Non-commercial Solicitation

1. All materials – signage, banners, posters etc.) to be publicly displayed or all literature to be displayed and/or distributed are to be provided (hard copy, digital scan, pdf, jpeg, etc.) to the SUS (UFV Student Union Society) Facilities Coordinator no later than 4 days prior to the booking date for review and approval. SUS reserves the right to refuse the display of signage and/or distribution of literature that violates community standards or SUS deems to be not in the best interests of the Society's members. Messaging must be in good taste in the opinion of SUS.
2. Detailed information as to sampling activities and the items to be sampled or as to the distribution of literature are to be provided to the SUS Facilities Coordinator no later than 4 days prior to the booking date for review and approval. SUS reserves the right to not permit the sampling of any product that SUS deems to be not in the best interests of the Society's members.
3. SUS does not permit the promotion or activation of credit cards in its space. Firms can promote the website of an organization where information about credit cards products exist provided that the primary intent of the website is not to promote credit cards.
4. SUS does not permit any organization to collect any information from students other than their name and their email address. Any organization collecting information from students must indicate in the space rental contract that they will not sell the information to another user, that they will provide detailed and accurate information to students about how the information collected will be utilized and with whom it will be shared, and they will warrant that they will strictly adhere to the regulations regarding the privacy of personal information they have collected outlined in the PERSONAL INFORMATION PROTECTION ACT of British Columbia.
5. There can be no more than two marketing representatives per table for a total of 4 representatives for the two tables assigned. Marketing representatives cannot move from the behind the table to solicit individuals walking through the space. Marketing representatives must use a normal voice volume (no shouting) to communicate with pedestrian traffic in the building.
6. No signage (posters, banners etc.) can be mounted on the building – walls, windows, doors, bulkheads etc. – without the permission of SUS. Only SUS is permitted to mount any signage.
7. Tables and chairs (two per table) will be set up by SUS and the tables and chairs cannot be moved to another location without the permission of SUS. Any movement of chairs and tables can only be carried out by SUS facilities staff or with the permission of the SUS Services and Marketing Director.





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8. Any power needs required by a student organization must be identified on the space reservation contract and provided by SUS. Clients cannot independently access wall or floor electrical outlets.
9. Food offered for sale or given away with the approval of SUS must comply with all applicable health code standards. All food items of any type being distributed must be commercially produced, commercially wrapped/canned/boxed/bagged, and distributed in that manner undisturbed. Food given away to the public cannot be prepared at the place of distribution. Goods and services offered for sale must comply with applicable provincial and federal taxes regulations.
10. Any items found on-site within two hours of the event/activity will be removed and the costs for removal and disposal will be charged to the student organization.
11. Chalking of sidewalks is prohibited without the direct approval of SUS. The cost of removing chalking where not approved will be billed to the client at a rate of \$125 per hour for the labour and equipment used to remove the chalking. Chalking authorized by SUS can only be placed on horizontal surfaces that are exposed to rain.
12. Payment for commercial space rentals must be made in advance not later than 48 hours prior to the event.
13. Any delivery that has special requirements beyond parking in the SUB lot must be made 5 business days in advance through the SUB Facilities Coordinator. SUS will not be responsible for providing any carts for moving materials into the SUB.
14. Any violation of SUS polices outlined above will result in a warning and requirement for immediate corrective action on the part of the client. Refusal to comply or inadequate compliance can lead to the tables being removed and the activity brought to an immediate halt. A refund of the booking fees or other costs will not be provided in such instances.

Charges:

15. **Rental Fees:** Rental fees will be charged to any group or any groups that charge admission or seeks donations.
16. **Set-Up charges:** These charges are to be levied when space is booked, with or without charge, and when a space requires a specific furniture and equipment configuration, additional clean up or garbage removal is required, or when a space is not returned to its original condition. Up to two tables and four chairs are provided with each vendor-marketer space rental.





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18. Extraordinary Charges. Extraordinary charges will be levied when an organization fails to comply with this policy and the charge can entail loss of a deposit and/or double the rental fee for the rented space. Furthermore, should SUS learn, prior to the event, that the organization booking the space has knowingly provided false information concerning the nature of the event, contracted service suppliers etc., SUS may cancel the booking and retain all deposits that have been paid to reserve the space. 19. Groups and individuals must reserve space to conduct commercial solicitation. Groups and individuals can reserve SUB space by contacting facilities@ufvsus.ca for scheduling the use of the facility. Groups and individuals must request the use of such space at least 78 hours in advance of the activity.

Prohibitions:

The purpose and intent of these regulations is to place reasonable limitations on solicitation activities occurring in SUS space so that the SUS may fulfill its primary missions of serving students, promoting student personal and academic development, and supporting a welcoming and inclusive community.

19. Activities may not be conducted in a manner that violates any federal, provincial, or local law.
20. Activities may not be conducted in a manner or at a time or place that is either incompatible or unreasonably interferes with the educational, research, service, or other legitimate functions of SUS or the University.
21. Activities may not be conducted in a manner that violates the rules, regulations, or policies of the SUS.
22. Activities may not be conducted in a manner that violates applicable fire or safety regulations.
23. Activities may not disrupt academic activity, block egress (i.e. block safe access to exits and entrances, hallways, sidewalks, streets etc.) or pose a threat to the personal safety of community members.
24. Displays shall not be permitted that, in the reasonable interpretation of SUS, are defamatory. Defamatory displays are those that injure the character or reputation of an identifiable person or group by false and malicious statements or representations.
25. Displays shall not be permitted that, in the reasonable interpretation of SUS, tend to the promotion of genocide or hatred against a group distinguished by colour, race, religion, ethnic origin, sexual orientation, or displays that promote gender stereotypes, sexually inappropriate content, or content that reduce human dignity in marginalized communities.





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26. Where “fronting” has been discovered where a UFV student organization has acted as an agent on behalf of a University Group or Non-University Group in order to obtain the Student Organization discount, SUS will apply commercial rates to the invoice and may take further action prohibiting any of the parties from using SUS space in the future and will considering seeking compensation through legal means. Where a UFV staff or faculty member has been found facilitating and colluding with a student organization to obtain the student discount for a University Group (i.e. department), SUS will bring the incident to the attention of UFV’s Human Resources department.
27. Groups and individuals carrying out commercial or non-commercial solicitation shall not engage in harassing, physically abusive, threatening or intimidating conduct toward any person.
28. Groups and individuals carrying out commercial or non-commercial solicitation are expected to refrain from littering and may be held responsible for costs incurred as a result of littering. In addition, the group or individual must collect and remove any loose, dropped, or littered materials or trash in the vicinity of the distribution area. Failure to do so may result in a charge to the group or individual for the cleanup of these materials.
29. Groups and individuals participating in solicitation activities, whether sponsored or not, are accountable for compliance with the provisions of these regulations. Violations of these regulations may be grounds for disciplinary action (i.e. immediate ejection from the premises, loss of deposit, etc.) University Groups, Student Groups, and Students who sponsor non-university participants may be held accountable for such participant’s compliance with these regulations. In addition, since non-university individuals or groups are not subject to the University’s disciplinary procedures, their failure to comply with these provisions may result in appropriate action under local, Provincial, or Federal law.
30. University Groups, and Student Groups may engage in commercial solicitation to generate funds for their programming activities consistent with the stated purpose of the group, subject to the following conditions:
 - a. No door-to-door solicitation is permitted;
 - b. The sale or free “giveaways” (sampling) of items and service does not violate University and SUS exclusivities or, in the opinion of SUS, negatively impact SUS operations and revenue generation.
31. Groups not authorized by SUS and the University are prohibited from conducting independent solicitations of charitable contributions.

Payment:

32. Payment should be in the form of a money order, cashier’s check, or certified check or VISA/Mastercard.





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Definitions:

33. “Non-for-profit” or “charitable organization” means an organization that has humane and philanthropic objectives, whose activities benefit humanity or a significant rather than limited segment of the community without expectation of pecuniary profit or reward and is exempt from taxation.
34. “Commercial Solicitation” means any proposal to sell, seeking or asking of an offer to buy, dissemination of information for the purpose of facilitating the sale of goods or services, any activity which attempts to raise funds, whether through sale of goods and services or donations, for any entity that is not a charitable organization, or the dissemination or collection of surveys for a commercial purpose.
35. “Non-Commercial Solicitation” means any hand distribution of leaflets, brochures or other written materials designed for informational and not commercial purposes. This definition does not include the dissemination of information for purposes of the administrative, academic, research, or extension activities of SUS or the University.
36. “Non-University Groups” or “Third Parties” means a group of individuals, other than Student or University Groups, that are legally separate entities from SUS and the University, even though some of the members or participants may be University personnel, alumni, or students.
37. “Student” means any person from the time he or she accepts admission to UFV up through the date of graduation. This includes new students at orientation and any other person currently enrolled in a credit earning course offered by UFV.
38. “Student Group” means a group of students who have satisfied SUS’s procedures and requirements for registration or recognition.
39. “University Group” means an administrative or academic unit, department or center within the University.

