1. The University Centre Foyer may be booked for certain University associated functions and activities as approved by the Director of the University Centre Auditorium when such functions and activities are not in conflict with other scheduled activities within University Centre.

2. The Manager of University Centre auditorium shall be responsible for the booking of any function or activity in the University Centre Foyer.

3. Normally, any approved function or activity shall:

   3.1 relate directly to and be sponsored by a University Department, the U.V.S.S., the G.S.S. or be related to a function or activity scheduled in the University Centre Auditorium, Art Gallery or Cafeteria.

   3.2 not involve the sale of products, tickets, draws, etc. unless such sales are directly related to an activity in the Auditorium, Gallery or Cafeteria and approval for such sales has been expressly given by the Director of the University Centre Auditorium and the Executive Director of Student and Ancillary Services. Distribution rights remain with the University.

4. Where a function or activity is of vital interest to the University community, e.g. Canadian Blood Services Clinic, the Director of the University Centre Auditorium may act as the sponsor with the approval of the Vice President, Finance and Operations.

5. Additional costs directly associated with the booked function or activity such as janitorial costs, set up costs, etc. normally shall be charged back to the sponsoring unit.

Procedures:

1. Any booking requested by a University Department must be recommended and forwarded to the Director of the University Centre Auditorium by the sponsoring Department Head or Chairman.

2. Any booking request of the U.V.S.S. or G.S.S. must be recommended and forwarded to Executive Director of Student and Ancillary Services by the
President of the respective student society for approval by the Director and subsequent submission to the Director of University Centre Auditorium.

3. The Director of the University Centre Auditorium shall be responsible for establishing display and table locations, noise level criteria, corridor routes, etc. so as to meet code requirements and the needs of other users and occupants of University Centre.

4. Any food or beverage service associated with a booking must be approved by the Director of the Centre and be arranged through the University Food Services Department.