The Senate and Board Room, UVCA180, and surrounding seminar rooms are available for use by University Departments and Non-University organizations for both Academic and Non-Academic purposes. Space is allocated through Non-Academic Bookings up to 3 years in advance.

UVCA180 is referred to Off Campus as the "University Centre Conference Room."

**ALLOCATION PRIORITIES**

1. University Functions - Official meetings or functions of the Board of Governors (BOG) or Senate as scheduled by the Secretary to the BOG or Senate.

2. Official University functions as required by the Chancellor or President.

3. Academic requirements as scheduled by the Office of the Administrative Registrar.

4. University functions sponsored by a Department or designated by the University as an official University Function.

5. UVic Student-sponsored functions.

6. Non-University functions.

**USAGE AGREEMENT**

**Furniture Setup:**
Details of standard furniture set-ups are available from Non-Academic Bookings.

**Furniture Movement:**
Only Facilities Management may arrange the furniture. Users are not permitted to move the furniture.

**Altering Furnishings, Wall Hangings:**
The general fabric of UVCA180 should not be altered in any way. Tape is not permitted on the walls. Pictures are not to be removed. Users are advised to use stand-alone display units or tack boards.
Food and Drink:
These are not permitted in the room unless approved in advance by Non-Academic Bookings.

Charges:
University and UVic student-sponsored functions will be charged all direct costs related to the function. All other functions will be charged all direct costs related to the function plus a rental charge.

Prohibited Use:
Immersion Classes are not permitted (On and Off Campus groups).