BOOKING OF PHYSICAL EDUCATION, ATHLETICS AND RECREATIONAL FACILITIES

University Policy No.: BP3430
Classification: Buildings and Properties
Approving Authority: Vice President Academic
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Mandated Review:

The Physical Education, Athletics and Recreational Facilities are available for booking by University Departments and non-University organizations for both academic and non-academic purposes. These facilities include the McKinnon Building, the Gordon Head Complex, Centennial Stadium, Wallace Field, the University's natural and artificial playing fields and tennis courts.

Responsibility
The Manager of Athletics and Recreational Services shall schedule the facility in accordance with established policies and procedures.

Allocation Priorities

1. University Functions:
   1.1 Official University functions as required by the Chancellor or President.
   1.2 Academic requirements as scheduled by the Office of the Administrative Registrar.
   1.3 Programs sponsored by the Department of Athletics and Recreational Services.
   1.4 University functions sponsored by a Department or designated by the University as an official University function.

2. Student Sponsored Functions:

   Use of the McKinnon Building, the Gordon Head Complex, Centennial Stadium or any of the other facilities of Athletics and Recreation Services may be extended to the University of Victoria Students' Society and the Graduate Students' Society for the purpose of holding suitable officially sponsored Student Society events.

3. Non-University Functions:

   The facilities may be rented by non-university groups dependent upon the availability of the facility, the suitability of the proposed activity or event and the impact on the University and the community.
Fields:
Bookings of playing fields may be restricted during the months of April to August as it is the policy of the University to rest the natural surface playing fields as much as possible to permit regeneration for the Winter Session. Use of fields may be restricted when weather conditions indicate that continued use would be detrimental to effective field maintenance.

User Fees:
University- and Student Society-sponsored functions will be charged all direct costs related to the function. All other functions will be charged all direct costs plus rental charges, the rate schedule being available from the Manager of Athletics and Recreational Services. Direct costs may include but are not limited to those involving security, set-up, strikes, box office, clean-up, installation crews, trainers, poster displays and or lifeguards.