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- contravene any University policy, rule or regulation. Relevant University policies rules and regulation include those specifically communicated to the User as well as all policies posted on the University's Official Policies website.

For the purposes of this Policy, the following definitions apply:

University Space: any interior or exterior space or facility that is occupied, owned or leased by the University.

Designated Space Administrators: individuals who are authorized to reserve certain University space. They are responsible for ensuring compliance with the Authorized Reservation Process, this policy and all University policies, procedures, and guidelines regarding the reservation of temporary use of University space.

4. To ensure a fair and transparent method for the management of the use of University space, an oversight management process has been implemented. All requests for the use of University space must be submitted to Conference Services. Requests for space will be subject to evaluation prior to approval. Any potential safety or security issues must be brought to the attention of the Manager, University Security or her/his designate for review and evaluation prior to approving the request.
 5. In addition, in all situations where any University space, including classrooms or other space not covered by the procedures set out in this Policy, is being used to host a high profile individual such as a senior government official, a representative of a foreign government or any individual who may be controversial, the organizer (Conference Services) of the event shall ensure the Manager, University Security or her/his designate is advised in advance of the event so that the event may be reviewed and evaluated for safety and security issues.
 6. The use of University space, other than offices and laboratories, must be authorized in accordance with this Policy. Security personnel may refuse access or require individuals or groups to leave an area if no authorization has been given or if the University has reasonable grounds to consider that the use of the space, even if previously authorized:
 - € Is contravening any law, ordinance, rule and/or regulation of Canada, Nova Scotia and Halifax Regional Municipality
 - € Is posing an unacceptable risk to people or property or
 - € Is creating a climate of intimidation toward an individual or identifiable group or
 - € Is contravening any University policy, rule or regulation. Relevant University policies rules and regulation include those specifically communicated to the User as well as all policies posted on the University's Official Policies website.
 7. The University reserves the right to suspend future reservation privileges for individuals or groups who fail to comply with this Policy in any manner whatsoever. As well, the University reserves the right to take whatever other action it deems appropriate in such cases.
 8. The University reserves the right, at its sole discretion, to cancel, reschedule or relocate any reservation of University space. In such cases, all reasonable efforts will be made to find a suitable alternative, whenever possible.
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9. All requests shall be accepted at the sole discretion of the University and shall be subject to such conditions as the University may impose.
 10. Activities that promote teaching, research, service to the community and the University alumni and supporters will receive priority consideration. All other requests will be considered on a "first-come-first-served" basis.
 11. Requests for instructional purposes related to the Registrars' Class schedule shall be directed to Enrollment Services.

12. All other requests for the temporary use of space shall be submitted to Conference Services.
 13. Due to their particular nature, some spaces have been designated by the Vice-President, Finance & Administration and the Vice-President, Academic & Research to be administered by other departments. The Vice-President, Finance & Administration retains the right to overrule any decision made by a Designated Space Administrator when the best interests of the University so dictate.
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14. The individual or group submitting the request shall be responsible for providing complete and accurate information. The University reserves the right to suspend future reservation privileges for individuals or groups who fail to respect these conditions.
15. Requests will be considered based on information provided to Conference Services. Misrepresentation or omission of required information may result in delays in confirmation or the cancellation of the reservation without notice and without prejudice to any other rights the University may choose to exercise including the suspension of future reservation privileges.
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prejudice to any other rights the University may choose to exercise including the suspension of future reservation privileges.

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31. The University, at its sole discretion, may require University Designated Security personnel be in attendance at any event at the sole cost and expense of the User. The University at its sole discretion will determine the amount of such Security personnel.
32. In keeping with the University's mission, Internal Users are encouraged to invite speakers and organize events on campus in accordance with its Policy.
33. In addition to any rental rates:
 - all Users will assume responsibility for all costs incurred by the University and occasioned by the event including, but not limited to, room rental, furniture set-up, cleaning, coordination and on-site management fee, transportation and audio visual equipment rental, and
 - all Users will be responsible for the payment of any damages that occur to any reserved space or any theft which the University attributes to the User, at its sole discretion. Any such amount owing will be determined at the University's sole discretion.
34. Simultaneous transmission or any type of reproduction of an event is prohibited, unless authorized in writing, in advance, by the owner of the rights being transmitted or reproduced.

39. The use of space for profit-making purposes or for which any money

47. The University will not be responsible for disruption or non-performance of services or unavailability of University space due to circumstance beyond its reasonable control.
48. The University bears no responsibility for loss or damage to property brought into University space by an External User. Similarly, the University's insurance policies provide no coverage for such loss or damage which will be the sole responsibility of the external User.
49. The University reserves the right to demand proof of adequate insurance coverage with respect to personal and property damage arising out of the use of the University space and indicating the university as co-insured. In some instances, additional insurance may be required and can be arranged through the University for both Internal and External Users, at the expense of the User. The amount of such coverage will be determined by and be subject to the approval of the University.
50. External Users will be responsible for any damage to property or injury to persons caused by the use of University space by the external User or by its invitee(s).
51. External Users shall indemnify the University against any and all claims and demands, whether for injuries to persons, loss of life or for damages to property occurring in University space and occasioned by the use of University space by the External User or by its invitee(s).