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- 6.3 Each Vice-President or Dean or other person who assesses or approves the booking or use of University Space is responsible for complying with this policy and with the booking pre-screening and risk assessment processes set out in the procedures under this policy.
- 6.4 The sponsoring department will be responsible for ensuring all charges for costs incurred as a result of booking University Space for an off-campus organization are paid promptly. When additional services (e.g., security guards, labourers, projectionists, etc.) are provided, the sponsoring department will be billed by the University department that performs the service. In all cases, the sponsor is responsible for ensuring that all charges incurred by an on- or off-campus organization are paid promptly and becomes liable for any charges left unpaid 30 days following invoice.
- 6.5 Off campus organizations will not be permitted to charge admission to any function or to collect monies from persons attending an event held in University Space for which no rental fee is being paid.

7.0 RELATED LEGAL, POLICY AUTHORITIES AND AGREEMENTS

- 7.1 The legal and other University Policy authorities and agreements that may bear on the administration of this policy and may be consulted as needed include but are not limited to:

7.1.1 *University Act,*

7.1.15 Student Conduct Policy (S10.05)

8.0 ACCESS TO INFORMATION AND PROTECTION OF PRIVACY

8.1 The information and records made and received to administer this policy are subject to the access to information and protection of privacy provisions of British Columbia's *Freedom of Information and Protection of Privacy Act* and the University's Information Policy series.

9.0 RETENTION AND DISPOSAL OF RECORDS

9.1 Information and records made and received to administer this policy are evidence of the University's actions to manage the booking and use of University Space. Information and records must be retained (e)8.9 (a)-33A6 (m)16.9 (a)-34.6 (t)-26.6 (ina.1 (nf) -1.t34.5 (yo34.6 (y s)-(a)-33A{24.3 ()-21.6 (of))-3