

Approval Date:	August 25, 2026
Approved by:	Vice-Provost and Chief Academic Officer
Policy Holder:	Head, Finance and Administration
Administrative Contact:	Manager, Finance and Administration



Space Booking Protocol

Application:

This protocol is applicable to all spaces in the University of Guelph-Humber building.

General Booking Rules:

- All spaces are booked by request only and are subject to availability.
- Any booking can be cancelled if the space is used for a purpose other than the one originally approved.
- Individuals may request tables and chairs, with a **minimum** of two weeks' advance notice, through Humber Polytechnic's Facilities department at <http://www.humber.ca/facilities/archibus>. Please include the event tear-down time in your work order. All event set-ups must meet government fire and building regulations and allow adequate traffic flow (e.g., max. occupancy).
- The event organizer is responsible for returning the space to its original configuration, upon conclusion of the event, so it is readily available for the next booking. Humber Facilities Management can be reached at <https://humber.ca/facilities/>. If catering has been arranged, please contact the Humber Catering team for clean-up at diningplan@humber.ca
- Signs and posters are subject to the UofGH [Posting Policy](#). Signs may be affixed to displays and tables that are being used for events and functions. Signs, posters, and other materials should not be posted on the walls, concrete columns, spiral staircase, and glass areas. Balcony banner space can be reserved through the Student Life department in GH108.
- To request the use of the UofGH letters for your on-campus event, you must complete the UofGH Letters [booking request form](#) at least two weeks prior to your event.
- Animals are not permitted in the building, with the exception of service animals providing support.
- Tape should not be used on the floors with the exception of Gaffer's tape, which may be used for securing equipment wiring.
- Helium balloons are not permitted in the building due to the nature of the Atrium design and the plant wall equipment.
- Physical games and sporting equipment are not permissible in the building.
- The lighting of candles is not permitted. Faux-lit candles can be used for decoration.
- Additional cleaning services must be arranged by parties booking spaces at their own cost, especially for after-hours events or high traffic gatherings that result in significant use of facilities such as washrooms. Cleaning arrangements can be made through Humber's Facilities Department at www.humber.ca/facilities/archibus.
- Additional security services must be arranged by parties booking spaces at their own cost, for after-hours events, or for a dedicated guard to monitor event valuables. These arrangements can be made by contacting the Humber Department of Public Safety at publicsafety@humber.ca.
- Events that include external organizations planning on selling or promoting a product or service, require approval from the Director, Student Success, IGNITE, and are usually set up in the IGNITE Student Centre. Exceptions could be made for IGNITE, approved class assignments with a faculty sponsor, and events with departmental sponsorship.

- All food sales and distribution including food being brought on to campus from an external vendor that is preparing, delivering, and/or serving food on campus require pre-approval from Humber Polytechnic's Manager of Campus Dining & Retail Services, Katie Evans at katie.evans@humber.ca. Forms for food sales and external food approval are available on the University of Guelph-Humber website: <https://www.guelphhumber.ca/quick-links/facilities/bookings> and at the front desk reception area
- If you are booking the Atrium or the Art Gallery, please also refer to those respective protocols.

This protocol is not intended to cover all situations that may occur. Any activities that are deemed to be inappropriate use of the space will be at the discretion of building management and Public Safety.

Any questions or concerns, please contact inquiries@guelphhumber.ca or 416.798.1331.

By signing below, I declare I have read and agree to adhere to the protocol outlined in this document.

Signature: _____ Date: _____