



**Polasaí agus Nósanna Imeachta / Policies and Procedures**

<b>Code</b>	QA178
<b>Title</b>	Use of University space by third parties for events
<b>Policy Owner</b>	Director of Buildings & Estates or nominee
<b>Date</b>	13 December, 2022
<b>Approved By</b>	University Management Team

**1.0 Purpose**

This procedure document is associated with the Space Management Policy (QA162) and sets out the procedure for the use of University space by Third Parties for Events.

Any use of University space by either staff or Third Parties must align with University strategic objectives and values.

**2.0 Description**

- 2.1 Requests for the rental of space for commercial events must be processed through the Commercial Services office. Please refer to QA158 Policy on hosting National/International Conferences for further information.
- 2.2 If a Third Party wishes to apply for the 'free use' of University space for an event, they must have a University Sponsor, who is a permanent member of University staff, to support their request.
- 2.3 If the University chooses to support this request, the Sponsor must obtain written approval from Head of School or Unit for same. This request must also have the approval of the Executive Dean or relevant University Management Team (UMT) member.
- 2.4 Unless otherwise stated and agreed, it is assumed that the third party will not be charging attendees to access the event, and that the event is for the public good.
- 2.5 In applying for the 'free use' of University space, the Third Party must indicate if they intend to charge attendees for access to the event and they must also indicate how the proceeds of any charges will be distributed and used. If the Third Party intends to charge attendees, then, unless otherwise stated and agreed by the University Sponsor, or in cases where the University has a strategic partnership with the external organisation, an agreed fee will be payable to the University.
- 2.6 The Sponsor must ensure that budget is in place for any operational costs associated with the hosting of the event.



- 2.7 The Sponsor must liaise with the Office of Corporate and Legal Affairs to ensure an appropriate legal agreement is in place in advance of hosting an event. Standard legal agreements are available from the Office of Corporate and Legal Affairs.
- 2.8 The Sponsor is responsible for management of all operational issues that may arise during the hosting of events.
- 2.9 The Sponsor must ensure that third parties comply with the University's Event Management & Event Safety Policy (QA123)
- 2.10 The Sponsor must liaise with the Head of Insurance Services to ensure that all insurance obligations are fulfilled.
- 2.11 All space rented to Third Parties must comply with the University Health and Safety Policy and Procedures.
- 2.12 Any space issues arising may be brought to the Strategic Space Planning Group for decision.

### 3.0 Responsibilities

Name (Office or position)	Responsibility
Director of Buildings & Estates or nominee(s)	Policy Owner: space allocations will be assigned by Director of Buildings & Estates or nominee(s) to the activity
Head of Business Support Services	Responsible for the implementation of the Space Policy and related procedures
Strategic Space Planning Group	Responsible for the development and approval of space proposals which are strategic in nature. This will include approvals for provision, allocation, withdrawal and reallocation of space in accordance with strategic objectives.
University Management Team ("UMT"), Colleges, Units, Research Institutes	Responsible for ensuring that space allocated to their Units is used efficiently, in a responsible manner and in accordance with the University's strategic objectives.
Sponsor	The Sponsor must comply with the University Events Management and Events Safety Policy (QA123)



#### 4.0 Related Documentation

- 4.1 QA162 Space Management Policy
- 4.2 Space Management Procedures (multiple)
- 4.3 University Health & Safety Policies and Procedures (multiple)  
<https://www.universityofgalway.ie/health-safety/policies-&-procedures/>
- 4.4 QA100 Procurement Policy  
<https://www.universityofgalway.ie/media/procurement/QA100-Procurement-Policy-v2.1-Dec-2020.pdf>
- 4.5 QA350 Signing Authority and Approval Policy (not publically available)
- 4.6 QA123 Event Management & Safety Policy  
[https://www.universityofgalway.ie/media/buildingsoffice/files/policiesandprocedures/QA123-Event-Management-and-Event-Safety-Policy-\(EMESP\).pdf](https://www.universityofgalway.ie/media/buildingsoffice/files/policiesandprocedures/QA123-Event-Management-and-Event-Safety-Policy-(EMESP).pdf)
- 4.7 Guidance document on Space Norms (in development)
- 4.8 QA204 Academic Year Scheduling and Timetabling Policy  
<https://www.universityofgalway.ie/registrar/policies>
- 4.9 QA158 Hosting Conferences at University of Galway  
<https://www.universityofgalway.ie/media/nuigalwayie/content/files/businessindustry/QA158-Hosting-Conferences-in-NUI-Galway.pdf>