

HOW TO REQUEST USE OF CAMPUS GROUNDS AND RECREATIONAL FACILITIES

Hay'sxw'qa Si'em!

Royal Roads University is located on the grounds of Hatley Park, a National Historic Site covering 565 acres.

It's nestled in an old-growth forest on the shores of the Pacific Ocean on the lands of the Xwsepsum and Lekwungen ancestors and families.

We are committed to being a great host to students, employees and guests — to create a sustainable and inclusive environment that enhances Indigenous culture and respects traditional knowledge.

The University regulates all activity that takes place on its grounds, including the peripheral trails. This guide will help you navigate the steps to request to hold an event/activity at Royal Roads University. Use of campus spaces is subject to University policies.

We look forward to sharing this vibrant place with you.

USE OF CAMPUS GROUNDS AND RECREATIONAL FACILITIES

This guide provides information on how to request to hold an activity on the campus grounds and in recreational facilities at Royal Roads University. For information about venue bookings, including weddings, conferences and filming, visit hatleypark.ca.

HOW TO REQUEST

Follow these steps to request to hold your event/activity on University grounds, including the peripheral trails, or in recreational facilities:

- 1** Fill out the Campus Use Application Form and submit it to **ops-resilience@royalroads.ca** or **reccentre@royalroads.ca** at least 30 days before your event/activity.
- 2** If Royal Roads can accommodate your request, we will provide you with a Campus Use Agreement listing supporting documents you'll need to fill out at the time of signing.
- 3** Once you've signed the Agreement, and we've received and approved your supporting documents, we will sign the Campus Use Agreement and provide you with a final copy.

For questions and support, email **ops-resilience@royalroads.ca**.

CAMPUS USE APPLICATION

Submit this application form to request to hold an organized activity or event on the University's grounds. The application should be submitted at least 30 days in advance of the proposed activity/event. Use of campus spaces is subject to University policies. Submit this application to **ops-resilience@royalroads.ca**.

ABOUT THE APPLICANT

NAME OF COMPANY/ORGANIZATION	TYPE (e.g., corporation, registered non-profit)
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ADDRESS	CITY	PROVINCE	POSTAL CODE
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APPLICANT NAME AND TITLE	EMAIL	PHONE #
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Provide the name of the contact who will be on site and reachable by mobile phone during the activity/event.

CONTACT PERSON AND TITLE	EMAIL	MOBILE #
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ABOUT THE EVENT/ACTIVITY

I am looking to volunteer at RRU: YES

EVENT/ACTIVITY NAME	TYPE (e.g., race, car show)
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PROPOSED DATE(S)	PROPOSED LOCATION(S)
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# OF PARTICIPANTS	# OF SPECTATORS	# OF ORGANIZERS/STAFF	# OF VOLUNTEERS
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SET-UP START TIME	EVENT/ACTIVITY START TIME	EVENT/ACTIVITY END TIME	DISMANTLE END TIME
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DESCRIBE THE EVENT/ACTIVITY

Has the event/activity been held before?

NO YES

PREVIOUS LOCATIONS AND YEARS HELD (e.g., RRU 2019, Beacon Hill Park 2022)

IF THE EVENT/ACTIVITY WAS PREVIOUSLY HELD AT RRU, WILL THERE BE ANY CHANGES TO IT? IF YES, DESCRIBE CHANGES.

SPECIAL SET-UP

Will you have...	YES	Detail (e.g., type, size, number)
Electricity source	<input type="radio"/>	
Temporary structure	<input type="radio"/>	
Signage	<input type="radio"/>	
Sound system	<input type="radio"/>	
Concession/sales	<input type="radio"/>	

OTHER NEEDS (e.g., access to washrooms)

SITE PLAN

Provide a site plan (using appendix A) showing the proposed set-up and areas of use:

I AGREE

CERTIFICATE OF INSURANCE

You'll need to add Royal Roads University as an additional insured on your insurance policy and provide RRU with a copy of the certificate of insurance (see Appendix B) no later than 10 business days prior to the event/activity date.

Provide certificate of insurance:

I AGREE

PUBLIC & PARTICIPANT SAFETY

Health and safety is paramount at RRU. Prior to granting permission for a proposed activity/event to take place on RRU grounds, you may be required to provide supporting documents to RRU such as a first aid plan, emergency management plan, traffic management plan or volunteer waivers. More information will be provided to you in the Campus Use Agreement.

Provide supporting documents as requested:

I AGREE

EVENT FEES & PROCEEDS

Do participants pay a fee to take part? NO YES

_____ COSTS PER PARTICIPANT (ADULT, CHILD, SENIOR)

Are spectators permitted to attend? NO YES

_____ COSTS PER SPECTATOR (ADULT, CHILD, SENIOR)

ADVERTISING & PROMOTION

This event/activity will not be advertised as being held at RRU until the Agreement is signed: I AGREE

If RRU grants permission to hold your event/activity on campus, where will you advertise it?

WEBSITE SOCIAL MEDIA EMAIL/NEWSLETTER POSTERS

NEWSPAPER RADIO TELEVISION

_____ OTHER

OTHER

OTHER INFORMATION TO SUPPORT YOUR APPLICATION

I CERTIFY ALL INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT:

NAME

SIGNATURE

DATE

Indicate on this site map what areas of the Royal Roads University campus you propose to use for your event. For example, indicate roadways and trails to be used and where temporary structures will be set up.



UPPER CAMPUS

- A Gate House
- B Arbutus
- C Garry Oak

CENTRAL CAMPUS

- D Sequoia Building
- E Grant Building
- F Nixon Building
- G Millward Building
- H Hatley Castle
- I Library

WEST CAMPUS

- J Rose Garden House
- K Commandant's House
- L Vice Commandant's House
- M Recreation Centre
- N Dogwood Auditorium
- O Sherman Jen Building
- P Justice Institute of BC (Cedar Building)

LOWER CAMPUS

- Q Sneq'wa e'lun
- R Boathouse

Before Royal Roads University grants third parties permission to hold an event/activity on University grounds, you may be required to add Royal Roads University as an additional insured on your insurance policy and provide a copy of the certificate of insurance. See below for a sample.

The certificate should be provided no later than 10 business days prior to the event/activity date.

CERTIFICATE OF INSURANCE

Certificate Holder: **Royal Roads University**
2005 Sooke Rd, Victoria, BC V9B 5Y2

Description: **Evidence of Insurance**

Club: [REDACTED]
Location: [REDACTED]
Activity: [REDACTED]

Named Insured: [REDACTED]

Description of Operations: [REDACTED]

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

SCHEDULE OF INSURANCE

Type of Insurance	Insurer & Policy No.	Policy Term	Limit of Liability
Commercial General Liability including Non- Owned Automobile	Underwriters as arranged by [REDACTED] Policy No. [REDACTED]	Effective Date: December 31, 2022 Expiry Date: December 31, 2023	\$2,000,000 Each Occurrence \$2,000,000 Products & Completed Operations \$250,000 Tenants Legal Liability \$2,000,000 Non Owned Automobile
Particulars of Insurance			
As per Policy No. [REDACTED]			

Additional Insured: It is hereby understood and agreed that the **Royal Roads University** is added as an Additional Insured to the above noted Commercial General Liability policy only, but only with respect to their legal liability arising out of the operations of the Named Insured.

This Certificate is issued for convenience only. All of the terms and conditions of the policies referred to are contained in the original document which are not modified or amended by this Certificate. With respect to Liability Insurance coverages, where an Aggregate Limit applies, the Certificate Holder is advised that the limit shown may apply to Products & Completed Operations or projects other than shown on this Certificate and the limit may be reduced by Claims a/o Expenses.