
Faculty of Kinesiology - Facility Space Use Allocation Guidelines

Purpose: To outline allocation, assignment, and use of space priorities for use by units in the Faculty of Kinesiology (Academics, Dinos Athletics, Active Living, Olympic Oval, Sport Medicine Centre). These guidelines align with the Faculty of Kinesiology's (the **Faculty**) goals to optimize the use of space to support the academic mission of the Faculty and support Faculty's strategic goals and priorities across all units. ***This process will guide decisions for allocation of space and will support the Internal and External Booking Procedures.***

Definitions

- "University" means the University of Calgary.
- "University Facilities" means all buildings and grounds, including athletic and recreational fields owned, leased, or operated by the University.
- "Allocation" means the distribution of Space to a Unit.
- "Assign" means the distribution of Space within a Unit for a particular purpose.
- "Space" means an area of Real Property that is owned and/or leased by the University.
- "Unit" means a part or segment of the University that has a distinct function, operates as a separate division, and occupied a definite place on the organizational chart. For example, Dinos Athletics, Active Living, Olympic Oval, Sport Medicine Centre, Human Performance Lab.
- "Facility" means a specific amenity in the space (Kinesiology and Olympic Oval).
- "Facility Unit" means a facility within the unit. For example, for Active Living this includes the Fitness Centre, Gymnastics Centre, Racquet Centre, and Aquatics Centre.
- "Internal Client" means any academic, administrative or employee unit of the University who is booking space for university business
- "External Client" means an organization or an individual with no affiliation to UCalgary, or faculty, staff and students who are not engaged in university activities or business.
- "Affiliated Users" means an organization or individual who is officially connected to the University.
- "Kinesiology (Kin) Facility Booking Office" means the office within the Kin Operations department that builds and maintains each terms' bookings for the Kinesiology Complex and the Olympic Oval.
- "Kinesiology (Kin) Event Schedule" means the Kinesiology event schedule that is approved by Kin Operations leadership and maintained by the Kin Facility Booking Office.
- "Dinos Development Events" means events that are both fundraising and recruitment opportunities for the Dinos Athletics- Varsity Teams.
- "A/B Group" means the level of speed skating for high performance long track speed skaters with a valid speed skating association membership who have met the [2023/2024-time standards](#).
- C Group means the level of speed skating for developing and recreational speed skaters. There is no minimum time standard, however, no "A Group" or "B Group" qualified skaters will be permitted during "C Group" ice times.

Accountability

1. The Dean of the Faculty is responsible for administering this guideline and is accountable for management of the space assigned within the Kinesiology Complex and Olympic Oval.
2. The Dean appoints the Faculty's Kinesiology (Kin) Operations unit to steward the guidelines.
3. Kin Operations is responsible for advising and making recommendations on the allocation, renovation, and maintenance of spaces within the Kinesiology Complex.
4. Space assignments are not to be regarded as permanent and will be reviewed on an annual basis by the Dean, and the leadership of Kin Operations.
5. The Kin Facility Booking Office will follow the Space Allocation Guidelines to manage booking conflicts.
6. Space Allocation Guidelines will be transparent and accessible to the Faculty.

Space Use Allocation Outcomes

- The only bookable space available by request through Kin Facility Booking Office for internal and external users are listed in *Appendix A*. All other spaces must be booked directly through the respective Facility Unit.
- The primary commitment is to the Academic timetable followed by university supported activities.
- Space will be assigned according to the strategic priorities of the Faculty.
- All Space in the Faculty is:
 - to be used effectively and to maximize efficiency (no hoarding or no shows);
 - to be used for intended purpose only;
 - not owned by current occupants even when physical and financial contributions have been made;
 - requests to alter or renovate a space must be submitted in writing to the leadership of Kin Operations for approval from the Dean or his/her designate. Renovation requests beyond the Faculty's space allocation will require written approval from the Provost.
 - can be released to Kin Operations for reallocation at any time if a unit or user group no longer has a need. Kin Operations has the exclusive authority to make alternate allocations.
- Units will be responsible for expenses incurred because of activities, events, or research projects - increased caretaking needs, labour costs (bleacher set-up), skate patrols, or similar needs, when using space.
- No regularly booked internal program or event shall be cancelled without consultation with program/event organizers and the approval of Kin Operations leadership team.
- Space must be left in the condition it was prior to booking, including room configuration.

Kinesiology Complex – General Allocation

The bookable facility space within the Kinesiology Complex is outlined in *Appendix A*.

The primary commitment is to accommodate the Academic timetable. The secondary commitment is all other Faculty of Kinesiology programming (Dinos Athletics, Active Living, Oval Programs, Sport Medicine Centre) followed by all other university programming and student groups. Facility requests for Kinesiology research (i.e., research led or supervised by an academic staff member in the Faculty) will be prioritized ongoing in the order that they are received. The Booking Office will make every attempt to accommodate new Kinesiology research facility requests while minimizing the impact to internal programs. Facility requests for non-kinesiology research (i.e., research led or supervised by academic staff members in other faculties or affiliated units) will be reviewed following internal programming.

Priorities are set for regular programming in the following order:

1. Academic Classes
2. Dinos Athletics – Varsity Teams
3. Active Living
4. Dinos Sport Clubs
5. Other UCalgary Programming
6. Student’s Union (SU) & Grad Student’s Association (GSA)

Internal ‘Events’:

An event is a larger booking, a booking involving multiple facilities, spectators, tournament, extension of building hours, etc.

Facility space for internal events is to be booked as per the Kinesiology ‘Event Booking Procedure’ and approved by the Kin Facility Booking Office. Priorities are as follows:

1. Central University Events - see annual calendar of events
2. Dinos Athletics - Varsity Teams USports, Conference and Playoff Games
3. Dinos Development Events
4. Student’s Union (SU) & Grad Student’s Association (GSA)
5. Dinos Athletics - Varsity Affiliated Events

New Annual Program, Activity or Event Requests:

The Faculty hosts annual programs and events. Space for new programs, activities or events that require new or additional space allocation, must first be requested in writing, and approved by the Kin Facility Booking Office as per the [Internal Booking Procedure](#).

New Olympic Oval facility requests will be reviewed for approval by both the Kin Facility Booking Office and the Oval Management Team. All new bookings must be approved before an event is advertised or confirmed with any third-party organization, or open for registration.

Facility Booking Procedures - Internal Clients:

All Units are required to follow the booking deadlines as outlined in the [Internal Booking Procedure](#). Priority booking is forfeited for requests received after the deadlines. Late requests will be reviewed in the order they are received based on availability. Failure to comply with the ‘Internal Booking Procedures’ may result in suspension or revocation of booking privileges within the Kinesiology Complex and the Olympic Oval.

All bookings and booking priorities are subject to cancelations at any time due to maintenance needs or for approved events.

Facility Booking Procedures - External Clients:

When Kinesiology or the Olympic Oval facilities are not being used for internal programs and there is availability, space may be rented to external users through Kin Facility Booking Office outlined in the [External Booking Procedures](#)

Facility Space - Priority Usage

Priority Usage for specified facilities is described below. If there is no priority use specified, the space will be available on a first come first serve basis during that time. This information is current to June 2023 and will be updated annually.

Jack Simpson Gymnasium (KNB 60)

Season: Fall/Winter (September 1 - April 30)

Days, Times & Unit Priority:

- Monday – Thursday, 1:00pm - 8:00pm - Dinos Athletics - Varsity Teams - Court Sports
- Monday – Thursday, 8:00pm - 11:00pm - Active Living - Intramurals
- Friday, Saturday all day - Dinos Athletics USports, Conference and Playoff Competitions
- Sunday, 8:00am - 5:00 pm - Dinos Athletics USports, Conference and Playoff Competitions
- Sunday, 5:00pm - 9:00 pm - Active Living Intramurals
- *Weekend availability is subject to the Kin Operations Event Schedule.*

Season: Spring/Summer (May 1 - August 31)

Days & Times:

- Monday – Friday, 8:00 am - 4:00 pm - UCalgary Dinos Summer Camps
- Monday – Friday, 4:00pm - 6:15 pm - Dinos Athletics - Varsity Teams Court Sports
- Saturday all day - Dinos Athletics - Varsity Teams Court Sports
- Sunday all day - Dinos Athletics - Varsity Teams Court Sports
- Mondays & Wednesdays, 6:30pm-10:00pm - Active Living Intramurals

Red Gymnasium (KNA 110)

Season: Fall/Winter (September 1-April 30)

Days, Times & Unit Priority:

- Monday - Friday, 8:00 am - 4:00 pm - Kinesiology Academics
- Monday, 5:00 pm – 7:00 pm – Dinos Athletics – Varsity Rugby Team
- Monday, 7:00 pm - 10:30 pm - Active Living
- Tuesday, 5:00 pm - 6:30pm - Dinos Athletics-Varsity Teams Court Sports
- Wednesday, 4:30 pm - 6:30 pm – Dinos Athletics – Varsity Rugby Team
- Wednesday, 6:30 pm - 10:30 pm - Active Living
- Thursday, 5:00 pm - 6:30pm - Dinos Athletics - Varsity Teams Court Sports
- Thursday, 6:30 pm - 10:30pm - Active Living
- Thursday, 6:30 pm – 8:30 pm – Dinos Sport Clubs – Fastball (*starting Jan. 1*)
- Friday, 4:00 pm - 10:30pm - Active Living

- Friday, 4:30 pm - 6:30 pm – Dinos Athletics – Varsity Rugby Team (*starting Jan. 1*)
- Saturday all day - Active Living
- Saturday, 12:45 pm – 2:45 pm – Dinos Sport Clubs – Fastball (*starting Jan. 1*)
- Sunday all day - Active Living
- *Weekend availability is subject to the Kin Operations Event Schedule.*

Season: Spring/Summer (May 1 - August 31)

Days & Times:

- Monday - Friday, 8:00 am - 4:00 pm - UCalgary Summer Camps

Gold Gymnasium (KNA 109)

Season: Fall/Winter (September 1 - April 30)

Days, Times & Unit Priority:

- Monday - Friday, 8:00 am - 4:00 pm - Kinesiology Academics
- Monday - Friday, 4:00pm - 10:30pm - Active Living
- Saturday and Sunday all day - Active Living
- *Weekend availability is subject to the Kin Operations Event Schedule.*

Season: Spring/Summer (May 1 - August 31)

Days & Times:

- Monday - Friday, 8:00 am - 4:00 pm - UCalgary Summer Camps

Gold Gym Alcove (KNA 109A)

Can only be booked specifically during drop-in gymnasium times. Access to this space is included for internal groups with a Gold Gym booking.

Outdoor Fields 1-7

Fields 1, 2, 4, 5 & 7 - can be booked for soccer, rugby, and football.

Field 2 - booked exclusively for Dinos Athletics - Varsity Teams.

Field 6 - can only be booked for field hockey with priorities defined in the Field Hockey Operating Agreement.

Field 7 - priority for Dinos Athletics - Varsity Rugby Team starting August 1.

Kin Operations and Facility - Grounds will determine the opening date of the fields based on field condition and weather. Each season a rotating field closure will be booked to preserve field conditions. Booked activities may be cancelled by the Kin Facility Booking Office when the fields are determined unplayable by the Kin Operations leadership and Grounds.

Season: Summer (July 1 - August 31)

Days & Times:

- Monday - Friday, 8:00 am - 4:00 pm - UCalgary and Dinos Athletics Summer Camps
- Monday - Thursday, 6:30 pm - close - Active Living Intramurals
- Saturday and Sunday - all day - Active Living Intramurals

Kinesiology Indoor Track (KNB 260)

Annual priorities for regular bookings are set in the following order:

1. Kinesiology academic classes
2. Dinos Athletics - Varsity Track and Field Team
3. Kinesiology research activities
4. Active Living

For training purposes, only 3 lanes of the track will be booked off at one time. The track will be closed for approved events

High-Performance Studio (KNA 17)

Annual priorities for regular bookings are set in the following order:

1. Kinesiology Academics
2. Dinos Athletics (including Dinos Sport Clubs)
3. Active Living
4. Oval Programs

Access to this facility will be card access maintained by Kin Operations. Access will be given to required staff, coaches, and trainers only.

Movement Studio (KNB 70)

Annual priorities for regular bookings are set in the following order:

1. Events
2. Active Living - Group Fitness Classes

Dance Studio (KNA 163) and Auxiliary Gym (KNA 117)

Annual priorities for regular bookings are set in the following order:

1. Dance Academics - Classes and Rehearsals
2. Kinesiology Academics Classes
3. Active Living - Group Fitness Classes

Fitness Studio (KNA 177):

Annual priorities for regular bookings are set in the following order:

1. Kinesiology Academic Classes.
2. Active Living - Group Fitness Classes.

Wrestling Room (KNA 13):

Annual priorities for regular bookings are set in the following order:

1. Dinos Athletics – Varsity Wrestling Team

Olympic Oval Facility Priorities**Ice In Priorities**

Annual priority for bookings are set in the following order:

1. Academic Classes
2. International and High-Performance Events and Programs (1. SSC, 2. SSA, 3. Oval Programs)
3. Dino Athletics (including Sport Clubs)
4. Active Living Programs
5. Speed Skating Clubs
6. Other UCalgary Programming
7. Public User Groups

In addition, annually, facility space within the Oval must be allocated to programs and events in the following ratios: 1/3 to high performance sport, 1/3 to UCalgary Internal and a 1/3 to the community. This usage allocation will be continually monitored and reviewed by the Oval Management team.

World Cup and World Championship Speed Skating Events:

World Cup and World Championship Speed Skating events require the use of the entire Olympic Oval facility. Dinos Athletics will be required to vacate its' allocated locker rooms and training room during World Cup and World Championship events.

All necessary cancellations for high-performance events will be coordinated by the Kin Facility Booking Office with direction from the Oval Management Team.

Ice Out Priorities

The Ice Out date is set by the Oval Operations Manager after impact to all areas has been considered. All event requests and changes will be approved through the Olympic Oval by the Oval Management Team based on recommendations from the Olympic Oval Corporate Events Specialist.

Bookings for dryland training spaces are set with the following priorities:

1. Academic Classes
2. International and High-Performance Events and Programs (1. SSC, 2. SSA, 3. Oval Programs)
3. Dino Athletics (including Sport Clubs)
4. Active Living
5. Speed Skating Clubs
6. Other UCalgary Programming
7. Public User Groups

Other Oval Guidelines:

- **North Ice:** only for short track speed skating, figure skating, power skating, synchro skating, learn to skate programs and recreational skating. No hockey sticks or pucks are allowed on this surface.
- **South Ice:** only for hockey, ringette, sledge hockey, learn to skate programs, recreational skating and Kinesiology research activities.
- **Oval Ice:** only for speed skating, public skating and school programs. No hockey sticks or pucks are allowed on this surface.
- **450 Running Track:** A/B Group training is closed during all high-performance training on Oval Ice surface due to safety concerns. C Group is still approved during this time. Cannot be exclusively booked for a user group, other than for events.
- **Sprint Pads:** High performance training followed by Dinos Athletics - Varsity Track and Field Team (Monday, Wednesday, and Friday, 4:00 pm -8:00 pm, Tuesday and Thursday, 4:00 pm -7:00 pm). Bookings will be cancelled when this area is required for approved competitions and events.
- **Oval Board Room:** Can only be booked for Faculty programs and events.
- **Oval Lounge:** Can only be booked for Faculty programs and events.
- **Weight Cage:** Priority for Dinos Athletics - Varsity Teams, followed by speed skating. Bookings will be cancelled when this area is required for international speed skating groups.
- **Weight Room:** Priority for speed skating, followed by Dinos Athletics - Varsity Teams. Bookings will be cancelled when this area is required for international speed skating groups.

Appendix A

Bookable Facility Space:

The Kinesiology Complex:

- 3 Gymnasiums: Red, Gold & Jack Simpson Gymnasiums
- Dance Studio
- Fitness Studios: Aux Gym, Fitness Studio, Multipurpose Studio, Movement Studio
- High Performance Studio
- Gold Gym Fitness Alcove
- Multipurpose Rooms (KNA 124, 160, 264, KNB 150)
- 200 meter Running Track
- 6 Outdoor Fields
- Hawkings Field Hockey Pitch

Olympic Oval:

- South Ice: indoor hockey rink
- North Ice: indoor short track rink
- Oval Ice: long track surface
- 450-meter indoor track
- 6 lane sprint pads, North & South
- 8 public locker rooms
- 3 meeting rooms (Oval Lounge, Boardroom, Room 54)

Other Facility Spaces Within the Kinesiology Complex:

To book please contact the unit directly.

- [Human Performance Lab](#)
- [Sport Medicine Centre](#)
- [Outdoor Centre](#)
- [Gymnastic Centre](#)
- [Racquet Centre](#) (squash courts, racquetball courts, outdoor tennis courts)
- [Fitness Centre](#)
- [Aquatic Centre](#) -Please refer to the UCAC Space Use Agreement MOU

Dean's Board Room (KNB 236):

- For kinesiology faculty and staff to be used for conferences and meetings. Requests must be submitted to the Dean's Executive Assistant. It will be booked for other programs at the discretion of the Dean's Executive Assistant.

Classrooms:

- KNB 126, 127, 128, 129, 130, 131, 133 are booked through Accommodation and Events and room rental rates apply. The Kin Facility Booking Office will liaison with Accommodation and Events.

Appendix B

Kinesiology Building Hours**September – April**

Days	Open	Close
Monday – Friday	6:30 am	11:00 pm
Saturday - Sunday	8:00 am	9:00 pm

May – August

Days	Open	Close
Monday –Thursday	6:00 am	10:30 pm
Friday	6:30 am	9:00 pm
Saturday - Sunday	8:00 am	6:00 pm

Stat Holidays

Holiday	Open	Close
Family Day (February)	10:00 am	6:00 pm
Good Friday	CLOSED	CLOSED
Easter Monday	10:00 am	6:00 pm
Victoria Day (May)	10:00 am	6:00 pm
Canada Day (July 1)	CLOSED	CLOSED
Civic Holiday (August)	CLOSED	CLOSED
Labor Day (September)	CLOSED	CLOSED
Thanksgiving (October)	10:00 am	6:00 pm
Remembrance Day (November)	10:00 am	6:00 pm

Christmas Holidays

Date	Open	Close
December 24		Close at 12:00 pm
December 25, 26	Closed	Closed
December 26 – 30	10:00 am	6:00 pm
December 31	Closed	Closed
January 1	Closed	Closed

**Building hours are subject to change depending on operational needs.*

Olympic Oval Building Hours

September – March

Days	Open	Close
Monday – Sunday	6:00 am	12:00 am

**Programming ends 30 minutes prior to building close.*

April – June

Days	Open	Close
Monday – Sunday	7:00 am	8:00 pm

**Programming ends 30 minutes prior to building close.*

July – August

Days	Open	Close
Monday – Sunday	6:30 am	9:00 pm

**Programming ends 30 minutes prior to building close.*

***When possible closed on Sundays.*

Stat Holidays

Holiday	Open	Close
Family Day (February)	10:00 am	6:00 pm
Good Friday	CLOSED	CLOSED
Easter Monday	CLOSED	CLOSED
Victoria Day (May)	CLOSED	CLOSED
Canada Day (July 1)	CLOSED	CLOSED
Civic Holiday (August) <i>*varies dependent on bookings</i>	10:00 am	6:00 pm
Labor Day (September)	10:00 am	6:00 pm
Thanksgiving (October)	10:00 am	6:00 pm
Remembrance Day (November)	10:00 am	6:00 pm

Christmas Break – hours to be determined pending the competition schedule.

**Building hours are subject to change depending on operational needs.*

Appendix C

Office Space Guidelines

- Office space will be allocated and assigned to a Unit by the Dean or their designate.
- The Dean or their designate will approve changes.
- Requests for new office space is to be submitted to the Dean's Office Executive Assistant in writing for the Dean to review.
- Priority will be given to full-time Faculty members who are entitled to one office.

Assignment Priority

1. Full-time faculty
2. Support staff in administrative roles where an office can be justified
3. Adjunct faculty
4. Emeritus professors who continue to have a major role in the faculty
5. Research associates
6. Postdoctoral fellows
7. Graduate students

Laboratory Space Guidelines

- Laboratories will be allocated a footprint that will be periodically reviewed and adjusted based on the priorities of the Kinesiology Faculty.
- Spaces will be used for their designed purposes in accordance with all university policies and procedures and all regulatory requirements.
- Space allocation cannot be based on the need to accommodate a lifetime collection of materials and instrumentation. Occupants are expected to manage the accrual of items over time.
- The level of research activity and evidence of the need for the space will be important factors in determining the amount of laboratory space that is allocated.

*Appendix D***Storage Space Guidelines**

- Kin Operations will assign storage space within the Kinesiology Complex.
- Request for storage space can be submitted to the Kin Operations to review at kinesops@ucalgary.ca
- The Unit Director/Manager is responsible for keeping an accurate inventory and submitting this to Kin Operations annually.
- Occupants are expected to manage the accrual of items over time and use their space efficiently and effectively.
- Units are expected to do an annual review/spring clean out of storage space.
- Audits may be conducted at any time by Kin Operations. If the Storage Space Guidelines are not being followed, Kin Operations may reallocate the space to another user.
- All personal commuter bicycles must be stored outside of the Kinesiology Complex in designated free bike rack areas or [secured bicycle shelters](#). They must not be left on landscaped areas or taken into the building.