

Frequently Asked Questions: Booking and Hosting Your Own Event at Massey College

Junior Fellows are welcome to organize and host events for the Massey College community. We want to make it as easy as possible for you to bring your ideas to life while ensuring that our spaces and resources are used appropriately.

Booking a Room

Massey has a number of rooms that are available for Junior Fellow events. These rooms have standard furniture layouts (Upper Library in panel style and Junior Common Room in living room style) and are available to book on specific days of the week. For more information, please enter your email to view the following webpage: [Current Junior Fellows - Massey College](#)

To reserve one of these spaces, please email the **LMF** at massey.lmf@gmail.com with the following information:

- Your name and program
- The name and brief description of your event
- Your preferred date and time
- The expected number of attendees
- The room you are requesting, if applicable

The LMF will confirm whether the space is available and save the room for your event. If you wish for some funding to support your event, please complete the following form: [Junior Fellow Initiatives \(JFI\) Request Form 2025 - 26](#)

Please note that Junior Fellows are responsible for leaving the room in the standard layout and condition in which they found it to avoid a \$100 cleaning fee applied to your Massey account.

Promoting and Registering for Your Event

Junior Fellows are responsible for **organizing their own outreach and registration** for events they host. This includes creating the event invitation, communicating with

attendees, managing registrations or RSVPs, and providing any necessary event information to participants.

Using Massey College Branding

The availability of a College space for a Junior Fellow event does not constitute endorsement or sponsorship of the event, its organizers, speakers, or views by Massey College. Junior Fellows **may not use Massey College's logo, branding, or official visual identity on event materials without prior approval.**

If you would like to use Massey branding or represent an event as an official Massey College partnership or initiative, please contact the Director of Communications at andreea.marin@masseycollege.ca **a minimum of four weeks in advance.** Events involving external organizations or formal partnerships must also follow Massey College's partnership agreement process.

Who Can Attend?

Junior Fellow events held using Massey College spaces are intended for the Massey College community.

If an event is designed primarily for an external audience, rather than for the Massey community, it will be treated as an external event and standard external room rental fees will apply.

If you are unsure whether your proposed event qualifies as a Massey community event, please check with the LMF before proceeding with your plans.

We hope this gives you the flexibility to organize interesting and engaging events for the College community while keeping the booking process straightforward.

Appropriate Use of Massey College Spaces

Junior Fellow events should contribute to the intellectual, social, and community life of Massey College. College spaces and the Massey community may not be used for events or activities that are:

- Primarily intended to endorse or campaign for a particular political candidate or political party. This does not prevent Junior Fellows from organizing events involving political issues, public policy, political figures, or respectful debate and discussion.
- Primarily intended to promote a private business, commercial activity, fundraising initiative, or other personal financial interest.

- Organized primarily for the benefit of an external organization or audience. Events intended for an external audience may be subject to external room rental fees and Massey's partnership agreement process.

Junior Fellows are welcome to bring a wide range of perspectives and topics to the College. Events should be consistent with Massey College's commitment to respectful dialogue, civil discourse, and the public good.