

<b>Selkirk College Policies and Procedures</b>		Title and number	<b>4110 – Facility Use by Outside Agencies</b>		
		Replaces	B9060.1		
		Effective	September 1, 2006	Next review :	September 1, 2010
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee		August 31, 2006	
VP Finance and Administration	Campus Manager Extension Centre Coordinators	Recommended/Approved by Education Council			
		Approved by President		October 4, 2006	

## 1 POLICY

The primary use of facilities on each campus is to provide for the College's educational needs. Only events that do not conflict with the mission and goals of the College will be considered.

Major conferences, workshops and special events will be considered on an individual basis.

College facilities will be available for use by community groups and organizations subject to the Facility Booking Procedures and payment of appropriate fees.

All normal College procedures and regulations regarding the use of alcohol, the no smoking policy, the serving of food and beverages, and the expectation of appropriate personal conduct will apply to all individuals or groups who use the facilities. Facility users will be responsible for ensuring compliance with all such regulations.

A facility use fee shall be levied to cover support costs incurred for all non-College use of facilities.

Where there are reciprocal facility use agreements between the College and community groups or organizations, the facility use fee may be waived.

This policy does not govern Gymnasium Usage (refer to B9060.2) or the Use of Alcohol at College Functions (refer to R9060.4).

## 2 PROCEDURES

### 2.1 Booking Procedures

Facility booking procedures will be established for each College campus or Extension Centre on a site specific basis, and will be administered by the respective Campus Manager or Extension Centre Coordinator.

A signed "Facility Use Agreement" for all non-College events must be completed by the person and/or organization making the booking. Forms may be obtained from the Campus Manager or Extension Centre Coordinator.

### 2.2 Facility Use Fees

Facility use fees will be charged to all non-profit users; commercial or for-profit users will be charged fees double those for non-profit users. Commercial or for-profit is defined as a use that may have a potential pecuniary gain to an individual or for-profit organization.

A rental fee schedule is available at each campus.

Facility use fees must be paid in advance of the date of the event. Fees are payable at the Campus Finance Office.

### 2.3 Major Conferences, Workshops and Special Events

Fees for major conferences, workshops and special events will be determined on a case-by-case basis by the Campus Manager, based on the level of service required, and in consultation with other appropriate administrators of the College.

### **3 TERMS AND CONDITIONS OF FACILITY USE AGREEMENT**

The facility user is to report any irregularity or dissatisfaction directly to the Campus Manager.

Smoking is not permitted in any College facility.

Food and beverage needs must be discussed in advance with the Campus Manager. Food and beverages are not permitted in certain designated spaces; these restrictions will be communicated to the user at the time of the rental agreement.

All College, municipal, provincial, or federal regulations, by-laws, etc. are to be enforced.

Every effort will be made by the College to fulfill any facility use agreement. However, if extraordinary circumstances require it, the College reserves the right to cancel, interrupt or revise any booking. In such an event, all facility use and other charges will be refunded.

Three days notice of cancellation is required from facility users. The total facility use fee is payable for any booking cancelled with less than three days notice. In addition, facility users may be liable for extra charges if any employees must be paid for attendance because of lack of notice.

Responsibility for the repair or replacement of any equipment or facilities used by the facility user or its members, agents or invitees will be fully borne by the facility user.

The facility user is responsible for room set-up and is responsible to ensure that room furniture is returned to its original configuration, unless special arrangements for set-up have been made with the Campus Manager.

The facility user shall indemnify and hold harmless the College and any of its officers, employees, servants, agents and contractors from any and all loss, liability, claims or expense arising out of the use and/or occupation of the property belonging to the College by the facility user and any of its officers, employees, servants, agents, contractors and volunteers, except to the extent that such loss arises from the independent negligence of the College.

The facility user shall agree to waive all rights of subrogation or recourse against the College with respect to the use or occupation by the facility user of the premises described in the permit or licence agreements.

Failure by the facility user to comply with the terms and conditions of the facility use agreement as specified, shall result in automatic termination of the agreement and subsequent cancellation of the booking.

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#### **Related policies**

4000 – Consumption of Food and Beverages on College Campuses

R 9060.2 – Gymnasium Usage

B 7000.2 – Borrowing AV equipment

R 9060.2 – Gymnasium Usage

R 9060.1 – Castlegar Campus Staff Lounge

**Key words:** Facility, space rental, food on campus