

<b>Selkirk College Policies and Procedures</b>		Number <b>4130</b>	Title <b>Use of Gymnasium Facilities (Castlegar Campus)</b>	
		Replaces	R9060.2	
		Effective	1986-09-06	Next review :
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee		2012-05-16
Vice President Finance Administration	Campus Manager	Recommended/Approved by Education Council		N/A
		Approved by President		2012-05-30

## 1 PURPOSE

This policy lists the available sports facilities at the Castlegar campus, assigns priorities to possible booking requests, and outlines booking procedures.

## 2 SCOPE / LIMITS

This policy applies to users of the Castlegar gymnasium, including students, employees, and community members.

## 3 PRINCIPLES

The primary objective for the use of the Selkirk College sports facilities is to meet the needs of college programs and classes, campus recreation, and college and community special events.

The sports facilities are:

- (1) indoors: two full-sized gyms, a bouldering cave, a racquetball court, a weight training and exercise area, classrooms U6 and U17 and offices.
- (2) outdoors: a soccer field and three tennis courts.

## 4 PROCEDURE

### 4.1 Usage

- A) College sport and physical activity events (during regular operating hours from 7:30 am-5:00 pm) will be scheduled in this order of priority:
  - (1) college classes
  - (2) campus recreation - events and games, intramurals
  - (3) club teams
  - (4) student use - open time
  - (5) Community Education sport specific events

B) Community users may book the gymnasium for sport-specific events (during regular operating hours from 5:00 pm-10:00 pm and on weekends) in this order of priority.

(1) hosting of regional high-school championships

(2) athletics-based, revenue-producing rentals

C) The only non-athletic events that will be booked into the gym proper will be:

(1) college final examinations

(2) college graduation

(3) other events as approved by the Campus Manager.

These will be permitted on the condition that full precautions concerning floor protection are taken (i.e., floor covering and footwear).

#### **4.2 Booking Procedures**

Booking requests outlined in 4.1 A and B may be taken by the sports attendants/equipment clerks in the equipment room with event approval provided by the Athletics Director.

All booking decisions will be finalized by the Campus Manager. Rental agreements must be signed for outside usage and standard fee guidelines will apply.

After confirmation by the Campus Manager, the Room Bookings Clerk will be notified.

#### **4.3 Fees**

A fee schedule has been established in consultation with the Campus Manager, Director of Facilities, and VP-Administration.. The fee schedule can be obtained from the Campus Manager's office

#### **4.4 Evaluation**

Operations will be reviewed each spring and involve multiple sources of input including user groups and those listed in 4.3 above.

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#### **Other relevant policies:**

4120 Use of Staff Lounge (Castlegar Campus)

4110 Facility Use

#### **Key words: .....**

Gymnasium, Usage, Fee