

Selkirk College Policies and Procedures		Number 4120	Title Use of Staff Lounge (Castlegar Campus)	
		Replaces	R9060.1	
		Effective	2002-02-25	Next review :
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee		2003-03-24
Campus Manager	Campus Manager	Recommended/Approved by Education Council		N/A
		Approved by President		2003-04-01

1 PURPOSE

This policy outlines procedures for booking and use of the Castlegar Staff Lounge for meetings, meals, classes and community access.

2 SCOPE / LIMITS

This policy applies to all employees of Selkirk College and to community members booking the Castlegar Staff Lounge.

3 PRINCIPLES

The Castlegar Staff Lounge serves as a retreat and dining area for faculty and staff, and as a meeting place for college groups. For the purpose of this policy, retreat and meal times are between the hours of 1100 – 1400, with the heaviest usage being between 1200 – 1315 hours.

The following additional uses may be considered:

- (1) regular and occasional use by community groups.
- (2) occasional use for irregular meetings.
- (3) occasional use for irregular meal parties.
- (4) occasional use for student events.

Any circumstances not covered by this policy will be referred to the Campus Manager for clarification and/or recommendation.

4 PROCEDURE

4.1 General Use

- (1) External users must book the facility through the Castlegar Campus Manager's office. All internal bookings must be made through the room search function located under *Staff/Tools and Resources* on the Intranet. Room bookings should be made 2 weeks in advance wherever possible.

- (2) Scheduled classes will **not** be held in the lounge.
- (3) No exclusive meetings should be scheduled between 1100 hours and 1400 hours (retreat and meal time), **unless within the approved guidelines stipulated in item 4.1.7.**
- (4) Occasional meetings of large groups should only be booked into the lounge for times at which it is presumed it is not in use as a retreat.
- (5) Meetings should only be booked into the lounge if it is a suitable space. Any special set-up or A/V equipment required should be booked with the appropriate departments.
- (6) Occasional community or student use of the lounge must not exclude faculty and staff from regular meal time access, nor establish a precedent for ongoing access.
- (7) In exceptional cases with a minimum of two weeks notice, meal parties of a size or other nature excluding faculty and staff from lounge use at regular meal times may be approved by the Campus Manager.
- (8) College groups shall be encouraged to find alternate times for meal parties rather than at the time of heaviest faculty and staff use (1200 hours to 1315 hours). No regular meal parties shall be scheduled between 1200 hours and 1330 hours with the exception of special work groups at the college providing two weeks' notice.
- (9) Meals scheduled beyond 1830 hours may include overtime and/or custodial charges.
- (10) Overtime charges will apply to groups who do not arrive at scheduled times.
- (11) All activities are to be concluded by 2300.

4.2 Functions Involving Alcoholic Beverages

- (1) A minimum of one month prior to the event, the Cafeteria Manager will be advised that alcoholic beverages will be served. Community groups (non-catered) must obtain a *Special Occasion License* in accordance with the *Liquor Control and Licensing Act*. That person shall be named as the licensee and shall be personally responsible for compliance with the terms of the *Special Occasion License* and all other alcohol-related matters related to the function, including the conduct of visitors and guests. The college's involvement shall be limited to the granting of permission to hold a licensed function on its premises.
- (2) All functions involving alcohol must be approved by the Campus Manager. The Campus Manager will **not** approve an event where liquor will be served while students are in attendance.
- (3) The Cafeteria Manager will be responsible for obtaining liquor permits as needed with regard to catered events.
- (4) The Campus Manager will **not** permit the use of facilities unless the function is approved and the liquor permit obtained (*see Policy 4310, item 4.3*).
- (5) The party making the booking will be responsible for any damages occurring.

Other relevant policies:

Serving and Consumption of Alcohol

4000 Consumption of Food and Beverages in the College Campuses

4110 Facility Use

4100 Facility and Equipment Leases

4310 Serving and Consumption of Alcohol

Key words:

Lounge, Use, Meeting

