

SELKIRK COLLEGE EVENT/CATERING COORDINATION

INTRODUCTION

Selkirk College houses several excellent spaces across its campuses that are suitable for meetings, conferences and other special events. The primary purpose of these facilities is to serve the College's academic and operational activities, however, they may also be made available to other community or educational groups for events that are conveyed in a responsible manner, without undue cost to the College and without undue interference to its activities.

These facilities belong to the College as a whole. No given facility is 'owned' outright by any academic or administrative unit. The sections below outline some ways campus departments can use these facilities.

The following categories are used to determine priority of bookings.

INTERNAL EVENTS

1) SELKIRK COLLEGE ACADEMIC ACTIVITIES

Submit request by **June 1** for upcoming academic year

Activities directly related to the instructional mission of the College such as credit bearing classes, program activities related to academic course work, and faculty & administrative meetings.

Fee Exempt except for real costs; custodial, maintenance, catering, staff OT, equipment costs.

Examples:

- *GIS Day*
- *UAS Awards*
- *Conferences*
- *Year-end showcases*
- *Business Competition*
- *Program specific orientations*
- *Internal teaching*
- *Department meetings*
- *UAS Exam Competition*
- *Learning Institute Programming*
- *Nursing Students Grad, RPM Grad*
- *RHOT Curriculum/Scholar's events*

2) SELKIRK COLLEGE EVENTS

Submit by **June 1** for upcoming academic year

Official institutional activities directly related to operations of the campus community beyond the classroom, these events will have a primary sponsor representing an internal department within the institution and be given priority on space and availability.

Fee Exempt except for real costs; custodial, maintenance, catering, staff OT, equipment costs.

Examples:

- *Healthy Campus*
- *Campus recreation*
- *Recruitment events*
- *Campus Life programming*
- *Athletics and SET Committee activities*
- *Advancement & Donor events (Gala, Bursary Tea).*
- *Orientation Events; Get Connected Day / New Employee Orientation*
- *RDI Programming*
- *Staff Discovery Day*
- *Graduation Ceremony*

3) NON-CREDIT COURSE DELIVERIES

Submit request by **June 1** for upcoming academic year

Educational & administrative conferences and/or workshops arranged by students, administrative units, faculty or staff that *charge a registration fee*. These programs or events must be developed and managed by a Selkirk College sponsor and may not be affiliated with any outside organization or association.

Fee Charged - May be assessed a nominal fee if event is revenue generating. Standard fees for real costs; custodial, maintenance, catering, staff OT, equipment, marketing and communications costs are applicable. **Note:** Sponsoring units are encouraged to consider these "real" expenses when determining their registration fees.

Example:

- CEWT Courses/Workshops

4) SELKIRK COLLEGE CO-SPONSORED EVENTS

Submit request by **June 1** for upcoming academic year

Academic programs, conferences or meetings involving a Selkirk College school, academic department, administrative unit or student organization together with an outside organization or association in which the College maintains a relationship that directly benefits the College community. Events in this category will involve a contractual arrangement with Selkirk College.

Note: An individual faculty, staff, or student membership in an organization does *not* necessarily make that organization's event an integral part of the Selkirk College's mission.

The following criteria must be met for the event to be considered Co-Sponsored:

- Support from an academic dean or VP to ensure that the Selkirk College's educational mission is properly maintained. Co-sponsorship will be established after receipt and approval of a letter written by the department chair or director.
- The on-campus department will provide a Selkirk College contact/coordinator for the event.
- A member of the on-campus department must be on-site at all times.
- A Selkirk College Program Agreement will be issued to the college department. The department is responsible for all costs of the event as incurred by the sponsor and third party.
- To minimize liability, Selkirk College will require the outside organization to present a certificate of insurance as outlined in the terms of the contract.
- All co-sponsored conferences and events must have the Selkirk College name and logo on all conference materials, including all marketing and pre-conference publications. Publications must be pre-approved by the Selkirk College Marketing and Communications department. Additional costs to the event sponsor are applied if Selkirk College Marketing/Communications resources are to be utilized to create and or promote the event.

Fees Charged - Co-sponsored events may be assessed a nominal fee if the event is revenue generating. Standard fees for real costs also apply; custodial, maintenance, catering, staff OT, equipment, marketing and communications.

DEFINITIONS:

- **Event/Conference/Activity:** Requires one or more of the following services- catering, AV/IT support (beyond regular classroom set up), Marketing, Maintenance set-up, Monitor or outside regular business hours.
- **Non-Event:** Labs, classes, field trips or meetings that just require 1 room and do not impact other departments.
- **Internal Activities/Meetings:** 75% or more of the attendees/participants must be Selkirk employees/students to qualify as a Selkirk College Sponsored Event.

SELKIRK COLLEGE FEES--Selkirk College fees will be based on the type of space, the length of usage, and competitive market rates for comparable event spaces.

OTHER SUPPORT SERVICE FEES

Events requiring out of the ordinary support services from Selkirk College operations such as catering, custodial support, maintenance set-up, grounds, public safety, logistical services, media services, telecommunications, information technology, and physical plant (i.e. electricians, carpenters, plumbers), may be required to pay a support service fee.

FEE WAIVERS

Requests for facility use waivers must be submitted in writing to the Office of Event Coordinator. The Event Coordinator will be responsible for reviewing and forwarding fee-waiver requests to the appropriate dean/vice president for input. Fee waivers will be given utmost consideration if the nature of the events is within the following criteria:

- Provides for an educational public forum
- Provides a beneficial relationship to the Selkirk College
- Provides high recruitment potential/visibility for prospective students
- Provides professional development opportunities for faculty and/or staff
- Provides reciprocal waivers to the Selkirk College, but do not create a conflict of interest

Note: Anyone requesting a fee waiver must divulge if they have a business or a donor relationship with the Selkirk College or a staff member. Any request that has the appearance of "quid pro quo" will not be processed.