



A10.01.01 College Facilities Use

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Policy Statement

Douglas College believes that it should be a major community centre for academic and occupational, athletic, social, and cultural activities. In support of this belief, the College permits the use of its facilities by organizations and community groups as a means of achieving this important goal.

Procedures/Rules Statements

1. All Douglas College space allocation is the responsibility of the Manager, Site Services.
2. All facility bookings will be made through the office of the Manager, Site Services. An Application to Use College Facilities or room booking form will be completed and the group will then be advised of any fees and additional charges.
3. Appeals regarding space allocation must be forwarded to the Director, Facilities Services.
4. Any requests for special facilities, equipment, or materials must be made at the time of booking. College employees in attendance during the time of the booking cannot give permission for the use of specialized facilities, equipment, and materials.
5. Groups using specialized facilities, equipment, or materials will be provided with specific information regarding their use. For use of the Douglas College Concourse, please also refer to A10.01.04 "Use of Douglas College Concourse".
6. Arrangements for food, beverage, and other services must be made through the offices of the Manager, Site Services.
7. Users are to report immediately, to the office of the Manager, Site Services, any irregularities or damages to College facilities and equipment.
8. College facilities and equipment may be booked on a co-sponsorship basis (the College recognizes the learning activity involved, is an active partner in the presentation of the activity, and the activity meets the sponsoring department's learning standards and objectives), or a rental basis.

9. The College encourages and supports use of College facilities by Douglas College student groups on a rent-free basis, depending upon availability. These requests must be submitted initially to the Douglas College Student Society (DCSS). The DCSS will ensure that the activities of the Douglas College student group are appropriate and not in violation of other College policies and procedures (e.g. Advocacy Policy; using concourse for fund raising for non-College purposes; etc.). The DCSS will also assist in completing the necessary forms and will liaise with the offices of the respective Manager, Site Services for this space booking. All other College Facilities Use Procedures/Rules Statements apply to these bookings.

A. All Douglas College facilities shall be available for booking, using the following criteria:

- 1) Space allocation is on a first come, first served basis, following the establishment of the instructional/service timetable for College courses and programs.
- 2) Facility booking for external users are for one semester only:
 - Fall Semester - September to December
 - Winter Semester - January to April
 - Summer Semester - May to August
- 3) Bookings for individual events requiring substantial lead time may be made in advance, however, a firm commitment for specific space may not occur until a later date.
- 4) No College program or discipline has unequivocal rights to any space:
 - a) College programs or disciplines using specialized facilities, equipment, or materials, shall have priority.
 - b) All other bookings for specialized facilities, equipment, or materials, shall be made after consultation with the appropriate administrator(s) or designate(s). The administrator or designate will advise on the expertise of the potential user to determine if a qualified College employee is required to be present during the use of facilities, equipment, or materials.

- 5) Priority for booking, when there are competing demands for the same space, will be:
 - a) College courses, programs, and services for which space is requested prior to the beginning of a semester;
 - b) College courses, programs, and services for which space is requested during a semester;
 - c) community groups;
 - d) commercial rentals.

- 6) The following costs apply to all bookings:
 - a) Programs, activities and events co-sponsored by the College have the same status as College courses and programs and are not subject to rental or other charges. Co-sponsorship status requires the approval of the appropriate Dean.

 - b) Other users (community groups and commercial rentals) will be charged according to the College fee schedule. Fees charged may include, but are not limited to, facility rental, equipment and College personnel salary costs.

- 7) Any potential reciprocal agreements that may include access to Douglas College space must be identified and discussed with the Manager, Site Services, prior to the agreement being entered into.

- 8) The College reserves the right to refuse any application for the use of facilities if it conflicts with College activities.

- 9) The College reserves the right to cancel or change the space allocated following the initial confirmation of an application, in case of a conflict with College courses or events.

B. The following regulations apply to all user groups:

- 1) All facility booking requests shall be in writing to the Manager, Site Services.

- 2) All facilities are available on an "AS IS" basis.

- 3) The College will not accept responsibility for equipment, furniture, supplies, or private property of any description used or left in the building. Such materials are left at the owner's risk and may only be left with approval of the Manager, Site Services.

- 4) Property and accident insurances are the responsibility of each group/person using College property or facilities.
- 5) Users are subject to all policies, rules, regulations, and procedures that normally apply within the College.
- 6) Approval of the Manager, Site Services and appropriate licensing are required for the consumption of alcoholic beverages.
- 7) The College reserves the right to cancel, interrupt, or revise any bookings without notice, and without payment of compensation. Notice will be given wherever possible.
- 8) The College reserves the right to require a damage deposit, the amount of which will be based on the space and equipment designated for use. Users will bear the full cost of:
 - a) repairing any damage to College property.
 - b) replacing any College property lost or stolen.
- 9) The presence of College employee(s) may be required as a condition of use. Persons involved must follow all reasonable requests and directions given by the designated College employee(s).
- 10) User groups may be charged costs resulting from the required presence of College employee(s).
- 11) In the case of cancellation resulting in "out-of pocket" costs to the College, such costs must be paid by the cancelling group/person.
- 12) The College may request that the user pay rental and other charges in advance to Douglas College. Payment is to be made only via the designated College officer.
- 13) The use of Douglas College facilities does not imply endorsement of an activity by the College. Wrongly implied endorsement may result in cancellation of present and future use of College facilities.
- 14) Douglas College facilities shall not be used for purposes that directly or indirectly contravene provisions of any statute, regulation, by-law, enactment, or otherwise, of Canada, the Province of British Columbia, or of the City of New Westminster.

- 15) Facilities and equipment will be used only for the activities for which they have been designated.

- 16) The College shall not be liable for any loss, injury, or damage to users of the facilities, nor shall the College be liable for any loss, injury, or damage caused by acts of omission of users of the facilities. The user shall, at all times, indemnify the College against all actions, claims, demands, liabilities, and damages whatsoever which may in any manner be imposed on or incurred by the College as a consequence of or arising out of the use of the facilities by the user, its officers, employees, or agents.