



USE OF COLLEGE FACILITIES POLICY

Policy Name: Use of College Facilities	Responsible Owner: Vice President, Administrative Services and CFO	Created: 1995 Mar
Policy Number: A14	Approval Body: Senior Management Team	Last Reviewed/Revised: 2019 Jul
Category: Administration	Replaces: A10.01.01 College Facilities Use	Next Review: 2026 Jun

TABLE OF CONTENTS

- A. [PURPOSE](#)
- B. [SCOPE](#)
- C. [DEFINITIONS](#)
- D. [POLICY STATEMENTS](#)
- E. [PROCEDURES](#)
- F. [LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES](#)
- G. [RELATED ACTS AND REGULATIONS](#)
- H. [RELATED COLLECTIVE AGREEMENT CLAUSES](#)

A. PURPOSE

This policy provides a framework for the use of facilities at Douglas College by internal and external users. Douglas College is a major community centre for academic and occupational, athletic, social and cultural activities. To further this role, the College permits the use of its facilities by external organizations and community groups.

B. SCOPE

This policy applies to all members of the College Community.

C. DEFINITIONS

College Community: Includes all employees, students, users, contractors, suppliers, guests and any other person participating in any College-related activity or attending an event on College premises.

College-sponsored: College authorized programs or activities that are organized, delivered and supervised by the College and College employees.

External Group: Any group that is not affiliated with the College or sponsored by the College, including but not limited to commercial groups, not-for profit groups and community groups.

D. POLICY STATEMENTS

1. All Douglas College space allocation is the responsibility of the Manager, Facilities Services at each campus. No accommodation will be made for groups or individuals that promote or encourage discrimination on the basis of sex, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sexual orientation, gender identity or expression or age (see [Human Rights Policy](#)). Appeals regarding space allocation must be forwarded to the Director, Facilities and Ancillary Services.
2. The College reserves the right to refuse, cancel, interrupt or revise a booking or terminate the user's access to or use of the College's facilities and equipment without notice and without payment of compensation. Notice will be given wherever possible.
3. Users are subject to all policies, rules, regulations and procedures that apply within the College, including the [Facilities Use Regulations](#).
4. College facilities and equipment may be booked on a College-sponsored basis or rental basis. For co-sponsorship, the College recognizes, and is an active partner in the presentation of, the learning activity involved, and the activity meets the sponsoring department's learning standards and objectives.
5. 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 Students' Union (DSU) who will ensure that the activities are consistent with College policies and procedures. The DSU may assist in completing the necessary forms and will liaise with the offices of the respective Manager, Facilities Services.
6. All Douglas College facilities shall be available for booking using the following criteria:
 - a) Space allocation is made on a first-come, first-served basis, following the establishment of the instructional/service timetable for College courses and programs.
 - b) Priority for booking, when there are competing demands for the same space, will be assigned as follows:
 - College courses, programs and services for which space is requested prior to the beginning of a semester;
 - College courses, programs and services for which space is requested during a semester;
 - Internal groups; and then
 - External Groups.
 - c) Facility bookings for External Groups may be made for a maximum of one semester only:
 - Fall Semester – September to December
 - Winter Semester – January to April
 - Summer Semester – May to August
 - d) 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.
 - e) No College program or discipline has unequivocal rights to any space:

- College programs or disciplines using specialized facilities, equipment or materials shall have priority.
 - 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.
- f) The following costs apply to all bookings:
- 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.
 - External Groups will be charged according to the [Room Booking Rates](#). Fees charged may include but are not limited to facility rental, equipment and College personnel salary costs.
 - College facilities may be rented by registered non-profit groups at a discounted rate. Proof of registered non-profit status is required.
7. Any potential reciprocal agreements that may include access to Douglas College space must be identified and discussed with the Manager, Facilities Services prior to the agreement being entered into.
8. 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.
9. In the case of cancellation resulting in "out of pocket" costs to the College, such costs must be paid by the cancelling group/person.

E. PROCEDURES

The following internal operating procedures are set out in the appropriate [Standard Operating Procedures](#):

- Booking a classroom/meeting room and/or computer lab(s)
- Booking a College Boardroom (for internal users or co-sponsored external clients)
- Booking Video Conference Rooms (for internal users)
- Booking the Aboriginal Gathering Place (AGP)
- Catering Requests
- Booking Conflict (e.g., double-booking of rooms)

F. LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[Administration Policies](#)

- Access to Douglas College for Advocacy Purposes
- Human Rights Policy
- Use of the Douglas College Concourse or Atria (*in development*)
- Minors on Campus
- [Room Booking Rates](#)
- [Coquitlam Campus Booking Form \(external\)](#)
- [New Westminster Booking Form \(external\)](#)
- [Facilities Use Regulations](#)
- [Laura C. Muir Booking Form](#)
- [Facilities Use Regulations – Laura C. Muir](#)

G. RELATED ACTS AND REGULATIONS

N/A

H. RELATED COLLECTIVE AGREEMENT CLAUSES

N/A