



USE OF THE DOUGLAS COLLEGE CONCOURSE AND ATRIUMS POLICY

Policy Name: Use of the Douglas College Concourse and Atriums	Responsible Owner: Vice President, Administrative Services and CFO	Created: 2007 Sep
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A. PURPOSE

This policy provides a framework for the use of the concourse at the New Westminster campus and the atriums at the Coquitlam campus of Douglas College, by both internal and external users. These communal spaces are intended to be used for promoting College life and enriching the educational experience. In support of this, the College permits the use of these areas for approved events and activities.

B. SCOPE

This policy applies to all members of the College Community.

C. DEFINITIONS

College Community: Includes all employees, students, users, contractors, suppliers, visitors and any other person participating in any College-related activity or attending 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, not-for-profit and community groups.

D. POLICY STATEMENTS

1. The concourse and atriums are focal points of the College campuses for students, employees and visitors. They provide locations for information sharing and social interactions, and on



occasion may be booked for large special events (e.g., career days, conferences and other College-sponsored or co-sponsored events).

2. All use of Douglas College facilities is the responsibility of the Manager, Facilities Services at each campus. Appeals regarding use of the concourse or an atrium should be forwarded to the Director, Facilities and Ancillary Services.
3. The concourse and atriums are not rentable spaces for external clients. However, External Groups or individuals may be invited by College departments to attend specific events (e.g., career days) held in these spaces. All external users must abide by the College's [Human Rights Policy](#) and [Facilities Use Regulations](#).
4. Events in the concourse or an atrium must not unduly disturb educational or operational activities or any other College business taking place in adjacent areas. The Director, Facilities and Ancillary Services (or designate) has the authority to interrupt and/or suspend any activity creating a significant disruption.
5. Sales in the concourse or an atrium that provide direct benefits to Douglas College students and/or programs are encouraged, although all fundraising events (including bake sales and gaming activities) must be approved in advance by the Douglas College Foundation (DCF). See *Fundraising on Campus* Standard Operating Procedure (SOP).
6. All advertising and signage on campus is subject to the *Advertising on College Property Policy*, including events publicity, distribution racks/tables for newspapers and promotional materials and handouts made available within the concourse or atriums. The Director, Facilities and Ancillary Services (or designate) has the authority to remove any signs or materials that are placed without prior approval, considered offensive, or not in keeping with College policies.

E. PROCEDURES

For procedures please see the following internal [Standard Operating Procedures](#):

- *Booking the Concourse and Atriums (in development)*
- *Fundraising on Campus*
- *Advertising on College Property*

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[Administrative Policies Page](#)

- *Advertising on College Property*
- *Use of College Facilities*
- *Access to Douglas College for Advocacy Purposes*

G. RELATED ACTS AND REGULATIONS

N/A

H. RELATED COLLECTIVE AGREEMENT CLAUSES

N/A