



<b>Policy:</b>	<b>O-3.2</b>
<b>Approved By:</b>	<b>College Executive Team</b>
<b>Approval Date:</b>	<b>June 2003</b>
<b>Amendment Date:</b>	
<b>Policy Holder:</b>	<b>VP Administration</b>

## **USE OF COLLEGE FACILITIES AND GROUNDS**

### **Purpose / Rationale**

The purpose of this policy is to establish consistent principles and guidelines under which Camosun College will use its own facilities and will make its facilities available to non-College users. The rationale for permitting the use of College facilities to non-College users is to provide for community events in a facility and an environment conducive to freedom of enquiry.

### **Scope / Limits**

This policy applies to the use by the College and by the general public of all the College's facilities, including all buildings and grounds.

### **Principles & Limitations**

1. All College facilities belong to the College and, therefore, the primary purpose for the use of College facilities is to meet the College's education objectives.
2. The College permits the use of its facilities by organizations, associations, (including the CCSS) community groups, individuals and commercial enterprises provided such use does not conflict with the College's Mission and Values and:
  - a) does not cause interference with the orderly functioning of the College or infringe on the rights or privileges of others; these rights include the right to peaceful pursuit of campus activities and to enjoy the rule of law;
  - b) does not promote hatred or discrimination against, or expose to contempt, any person or group of persons as applicable under legislation or law;
  - c) does not advertise, promote or operate programs or services that are in competition with College programs, and does not compete with College activities including commercial activities such as the bookstore, or otherwise conflict with current contracts or agreements; and
  - d) does not directly or indirectly contravene provisions of any law, statute, regulation, by-law, enactment, policy, or otherwise, of Canada, of the Province of British Columbia the Municipality of Saanich and of Camosun College. This includes the *Criminal Code of Canada*, the *Human Rights Act of British Columbia*, the *Freedom of Information and Protection of Privacy Act* and other laws of general application.
3. Approval must be sought for use of College facilities and grounds through the Centralized Booking office.
4. The College reserves the right to refuse or cancel the use of its facilities when
  - a) the use is in conflict with this policy;

- b) the use is not suitable for the requested facility;
  - c) the proposed activities are not as described when booked;
  - d) the activity may be unlawful or present a risk to public safety or persons using the facility; or
  - e) an emergency occurs that prevents the College from proceeding with the booking.
5. Users of College facilities will be responsible for all conduct related to their activities and will be held financially responsible for any damages that may be incurred as a result of their activity.
  6. All fees collected for use of College facilities will flow to general revenue and will be collected by way of appropriate controls. A fee schedule will be established for the use of facilities.
  7. Use of College facilities by outside groups does not imply endorsement by the College of any activity, behaviour, belief or product.

## **A. ALLOCATION OF FACILITY AND GROUND USE (PRIORITY USE)**

Allocation of facilities will be prioritized as follows:

1. Camosun College education programming and College administrative, services and support space;
2. Academic support activities (professional development courses, College sponsored meetings, official College functions, etc.);
3. Non-academic activities (Camosun College Student Society activities, clubs or teams sponsored through Athletics and Recreation or the Student Society, meetings organized by and for employees or employee groups, etc.);
4. Non-college use (i.e. community and conference).

## **B. DISPLAYS & RETAIL MERCHANDIZING**

1. Limited public areas are available at each campus for displays and/or retail sales. Requests for displays and/or retail sales will be considered based on the following:
  - a) Information-only displays by registered non-profit Societies or groups
  - b) Information-only displays by non-College service providers or others
  - c) Pre-authorized sales as a fundraiser
  - d) Sale of goods or services by College students
  - e) Sale of goods or services by non-College students/commercial retailers
2. For retailing merchandise, samples or descriptions must be submitted to the College with the booking request. The College will assess the appropriateness of the merchandise based on the following criteria:
  - a) Conflict with current vendor contracts and College services including the College's bookstore
  - b) Submission of copies of applicable Business License and Tax Certificate (GST and PST)
  - c) Benefit to Camosun students
  - d) Legitimacy of the product

- e) Source of material or manufacture

## **C. RENTAL FEES**

Rental fees will be established as follows:

1. Rates will vary according to size of area, rooms, tables, and according to type of use.
2. A standard rate will be offered to community or non-profit groups.
3. A surcharge rate will be established for commercial enterprises and for those organizations that charge admission to their activity.
4. Full payment will be required for each booking, at the time of booking.
5. At the discretion of the College, in exceptional circumstances these guidelines may be modified and the fees may be waived.

## **D. BOOKINGS**

### **1. Booking Facilities**

- a) All Facility bookings are made through the Centralized Booking Office. *(Procedures & forms to be developed by them and link to be provided to office and or electronic point of contact)*
- b) The College will ordinarily supply and set-up tables and chairs. When available, equipment, furniture, catering, and physical set-up requests will be considered and made available to the user for a charge. The College will require the user to pay for any additional expenses the College incurs, such as audio-visual or required security services. Requests will be made through the Centralized Booking Office, which will direct the requests to the appropriate department.
- c) All normal licensing requirements, such as liquor and SOCAN licenses, must be obtained and paid for by the user and a copy provided to the Centralized Booking Office.
- d) Camosun College supplied security guard(s) will be required at the user's expense at all events where alcohol is served. Portable washrooms, at a ratio of one per every 50 persons attending, will be required at outside events such as group barbeques or beer gardens.

### **2. Insurance**

Non-College users at their cost may be required, at the College's discretion, to obtain public liability and property damage insurance, in connection with the user's use of college facilities.

### **3. Indemnity**

Non-College users will be required to indemnify the College in connection with their use of the College's facilities.

### **4. Refund & Cancellation**

- a) At the time of booking, the College reserves the right to require 100% of the rental fees to secure the booking.

- b) If notice of cancellation is received two full weekdays (Monday through Friday) before the event, the College will refund the rental fee.
- c) No refund will be will be given if notice of cancellation is less than three full weekdays (Monday through Friday).
- d) Any expenses that have been incurred by the College on behalf of the user will be charged back to the user.
- e) Where the College cancels a booking, the user will be given as much notice as possible and the full rental fee will be reimbursed.

## **E. CONDUCT AND CARE**

- 1. Boisterous or nuisance persons will be requested and required to leave the Campus.
- 2. Facilities and equipment will be used only for the activities for which they have been designated.
- 3. No marking devices may be used on surfaces not intended for such marking.
- 4. College facilities will be left clean and in an organized fashion. At the end of each day, any tables and chairs used should be returned to their original location and all displays and material removed. All garbage generated by the event must be disposed of immediately following the event.
- 5. Sound levels from musical instruments or recorded music must be kept to a reasonable level.

## **F. PUBLICITY**

- 1. All publicity is the responsibility of the user unless otherwise arranged with and agreed to by the College.
- 2. The College's logo is copyrighted and may not be used without the written consent of the College.
- 3. No signage may be posted on the painted walls or doors or covering existing information.

## **G. LINKS TO RELATED POLICIES**

[G-2.3 Corporate Relations](#)

[E-3.4 Copyright](#)

[O-3.5 Commercial Activity](#)

[O-5.10 Respectful Workplace](#)

[O-5.11 Standards of Conduct](#)