



Policies & Procedures Manual

Section: **FACILITIES - BUILDINGS**

Title: **FACILITIES USAGE**

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FA-02-01

Approved by:

Senior Executive Council

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POLICY STATEMENT

University College of the North (UCN) is 'community-owned' and government-funded, and as such, will make its facilities available for use to outside groups and organizations as well as to UCN groups and individuals providing that the facilities are not required by UCN's day to day operations and providing that such use will not disrupt programs.

PURPOSE OF POLICY

The purpose of the policy is to provide criteria and process with request for use of UCN's facilities.

PROCEDURES

1. The facility will not be provided to individuals, groups, or organizations in direct competition with UCN without prior approval from the President & Vice-Chancellor.
2. Reservations for UCN's facility and grounds use, including the use of classroom space (day or evening), lab area, shop, lecture hall, distance education room, or computer lab, and other available space (boardroom, gymnasium, meeting room, cafeteria, residence, etc.) shall be booked through the office of the Academic Services Coordinator for internal bookings or the External Room Booking and Special Events Coordinator for external users. All non-academic calendar events, including those involving individuals, department, groups, organizations, teams, camps, athletic events, and clubs, etc., (referred to as 'user' throughout balance of document) will fall under the following categories as determined and prioritized by the Academic Services Coordinator. The Academic Services Coordinator will determine the category of users. Priority will be given in the following order:
 - Academic Activities
 - Contract Training
 - Internal Requests
 - External Requests – Revenue Generating
 - External Requests – Non-Revenue Generating

Definitions of internal and external users:

Internal users: Examples within this group would be departmental activities or sanctioned student organization meetings, and personal use by UCN employees, as approved by the Academic Services Coordinator. These users will not be charged a fee for the use of the facilities, but may be charged a fee(s) for any additional costs incurred. A staff or faculty member must be responsible for each function. Users

within this category will not be required to provide liability insurance as they are covered under UCN's policy.

External users: Those within this group will have no direct affiliation with UCN. A contract will be issued for signature. General Liability Insurance covering claims for injury, death, and damage to property arising out of negligent acts or omissions of the user or its officers, employees, or agents, may be required to be presented indicating coverage of not less than two million dollars (\$2,000,000).

3. The External users will contact the External Room Booking and Special Events Coordinator who would schedule the use of requested space in consultation with the appropriate University College personnel and the Academic Services Coordinator.
4. The Academic Services Coordinator will confirm if the requested space is available for use and will provide the applicable verification.
5. Where applicable, use of facility fees will be levied in accordance with UCN's Rate and Fee Schedule. Additional charges may be assessed and include but are not limited to room set up, janitorial, security, food service, damages, multimedia equipment and/or multimedia staff support.
6. As deemed applicable by the External Room Booking and Special Events Coordinator, a signed application form along with a deposit is requested, when possible, four weeks prior to the event date. All remaining fees are requested two weeks prior to the event date. Bookings cancelled by the user will result in the deposit being forfeited. The user will also be responsible for any additional costs incurred.
7. Bookings may be cancelled at any time by UCN in the event of an emergency. Please refer to Facility Use Agreement – Terms of Use.
8. UCN will not be liable for any loss suffered and will not locate or pay for an alternate facility if the facility booked is unusable at the scheduled time as a result of equipment failure or causes beyond UCN's control.
9. The user agrees to abide by all building and fire regulations and to comply with rules and regulations for the facility, whether posted or otherwise imposed by UCN.
10. Smoking is not permitted indoors. Smoking is permitted on UCN's grounds as stipulated per policy AD-01-04.
11. The user agrees to assume responsibility for the conduct of its members/patrons and shall be responsible for damage to the building or contents caused by them. The user agrees to be responsible and maintain the facility in good condition and to repair any damage at its own expense.
12. For security reasons, the user may be required to provide UCN with an attendance report. All persons may be asked to show ID and must sign in and sign out at the security desk after business hours.
13. UCN is not responsible for loss of personal effects and injury to user members or to third parties.
14. Space booked by non-profit groups may be provided at no cost on the condition that there are no additional costs incurred by UCN and the group is able to provide proof of non-profit status.
15. Regular use (more than once a month) by any group, non-profit or commercial, is not allowed unless authorized by the Academic Services Coordinator.
16. Space is granted to political or religious organizations in accordance with policy FA-02-02