

 University College of the North Policies & Procedures Manual	# Pages: Page 1 of 2	Policy Number: FA-02-01
	Approved by: President's Council	
Section: FACILITIES - BUILDINGS	Effective Date: October 15, 2023	
Title: FACILITIES USAGE	Replaces: FA-02-01 (June 17, 2015)	

POLICY STATEMENT

University College of the North (UCN) is a publicly funded institution, and as such, will make its facilities available for use to internal and external groups, organizations and individuals.

PURPOSE OF POLICY

The purpose of the policy is to outline the process for requesting the use of UCN's facilities and to ensure bookings do not disrupt UCN's program delivery and day-to-day operations.

DEFINITIONS

1. **Internal users:** refers to facility bookings for UCN employees and students, as well as all members of the Governing Council, Learning Council, and Council of Elders.
2. **External users:** refers to facility bookings for groups, organizations and/or individuals that have no direct affiliation with UCN.
3. **Facility bookings:** refers to reservations for the use of UCN facilities or grounds, including, but not limited to classroom space, lab area, shop, lecture hall, distance education room, computer lab, boardroom, gymnasium, meeting room, and cafeteria.
4. **Special occasion/event:** refers to facility bookings for a corporation, partnership or non-profit organization for the purposes of an organization function, convention, or charitable fundraiser.

PROCEDURES

1. Facility Booking Requests:

- a) Internal users may request facility bookings for academic purposes by contacting the Academic Services Coordinator.
- b) External users, as well as internal users requesting the facility for personal use, must complete the Facilities Booking Package and submit the request to bookings@ucn.ca, four weeks prior to the event date.
 - i. If space is available for use, fees will be calculated on the Facility Usage Agreement and returned to the user for signature. The booking will be confirmed once the user signs and returns the agreement.
 - ii. External users are required to have 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, of not less than two million dollars (\$2,000,000).

- c) Facility bookings shall be based on availability and prioritized as follows:
- Academic Activities
 - Contract Training
 - Internal Requests
 - External Requests – Revenue Generating
 - External Requests – Non-Revenue Generating
 - Internal Requests – Personal Use

2. Use of Facility Fees:

- a) Facility usage fees are levied in accordance with the UCN Rate and Fee Schedule. Additional charges may be assessed and include but are not limited to, room set up, janitorial services, security, food service, multimedia equipment and/or multimedia staff support, and any costs incurred as a result of damage(s).
- b) Facility usage fees may be waived for organizations by the appropriate UCN authority, provided that there are no additional costs incurred by UCN.
- c) UCN will issue an invoice upon booking confirmation. The invoice will include a 35% deposit fee which is due upon receipt. All remaining fees are due two weeks prior to the event date. If the invoice is not paid within the agreed-upon timeframe, the booking will be cancelled by UCN.
- d) When cancelling a facility booking, a minimum of five business days' notice must be given by emailing bookings@ucn.ca.
- i. Users who cancel their bookings within the required timeline will receive a full refund, provided no additional costs are incurred by UCN.
 - ii. Users giving less than five business days' notice of cancellation, will forfeit the 35% deposit fee. The user will also be responsible for any additional costs incurred.
 - iii. Users giving less than two business days' notice or incurring a no-show, will be charged 100% of the total rental fees, including facility, equipment, furniture, and applicable taxes related to facilities rental/usage that were booked and unused.
- e) Facility bookings may be cancelled at any time by UCN in the event of an emergency. Please refer to the Facility Use Agreement – Terms of Use which is included in the Facilities Booking Package.
- i. 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.

3. General Guidelines

- a) The user agrees to abide by all building and fire regulations and to comply with all rules and regulations for the facility, whether posted or otherwise imposed by UCN.
- b) All UCN facilities are smoke-free. Smoking is permitted in outdoor designated areas which cannot be within 10 meters of any campus entries, as stipulated in UCN policy *WS-01-06 – Smoke and Tobacco Free Environment*.
- c) The controlled service of alcoholic beverages on UCN property may only be permitted at the main campuses in The Pas and Thompson during authorized special occasions/events that include catering services. In such cases, authorization must be granted by the Chief Administrative Officer or designate. Any such event must provide appropriate security and supervision for selling or serving alcoholic beverages. The user must provide proof to UCN that all required permits have been obtained and are issued in the name of the corporation, partnership or non-profit organization. Users must abide by all regulations under

The Liquor, Gaming and Cannabis Control Act, and The Liquor and Gaming Control Act.

- d) 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 for maintaining the facility in good condition and repairing any damage at its own expense.
- e) For security reasons, the user may be required to provide UCN with an attendance report. All persons may be asked to show ID and sign in and sign out at the security desk after business hours.
- f) UCN is not responsible for loss of personal effects and injury to user members or to third parties.
- g) Requests for the use of UCN facilities for political or religious purposes are handled in accordance with UCN policy *FA-02-02 – Use of Facilities for Political or Religious Purposes*.

RELATED POLICIES/DOCUMENTS

AD-01-03 Impairment of Drugs and Alcohol

FA-02-02 Use of Facilities for Political or Religious Purposes

WS-01-06 Smoke and Tobacco Free Environment

Facilities Booking Package

Facility Usage Agreement

UCN Rate and Fee Schedule

RELATED INFORMATION

Government of Manitoba. The Liquor Gaming and Cannabis Control Act. **Liquor Licensing Regulation.** https://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=61/2014

Government of Manitoba. The Liquor and Gaming Control Act. **Social Occasion and Special Sale Permits Regulations.** https://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=66/2014

Government of Manitoba. The Liquor Gaming and Cannabis Control Act. **The Liquor, Gaming and Cannabis Regulation.** https://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=82/2014