



Title	Facility Rental Policy
Policy Area	Operations – Facilities
Policy Number	E.3.4
See also <i>(related policies)</i>	Alcohol Policy - Serving and Consumption Violent and Threatening Behavior Policy Student Non-Academic Conduct Policy Smoking Policy Use of Information Technology Resources Policy

Effective Date of Policy:	December 14, 2016
Approval Date:	December 14, 2016
Applies to:	Employees, students and community users
Approving Body:	President
New/supersedes policy:	OUC Policy Manual dated January 1, 2003 Okanagan College Board June 28, 2005
Authority:	<i>College and Institute Act</i>

The following are responsible for the administration of this policy:

Primary Office	Contact
Regional Dean’s Office on each campus	Regional Dean on each campus For Revelstoke, contact the Regional Dean, Shuswap Revelstoke

Policy Statement

1.0 Policy Statement

1.1 The primary use of facilities on each campus is to provide for the College's educational needs. The College also recognizes that providing access to its facilities to external users builds community connections and makes effective use of its resources. This policy outlines the framework and provides information for external users.

Policy Details

2.0 Purpose

2.1 The purpose of this policy is to establish guidelines for allocation and rental of College facilities on a short-term basis for activities not related to College business.

3.0 Priority of Use

- 3.1 The primary purpose of College facilities is to provide space for the delivery and support of the College's educational activities. The College will prioritize use of facilities as follows:
- a) College programming and operations;
 - b) College student functions;
 - c) separate use agreements with public, post-secondary institutions and College partners (not in competition with the College); and
 - d) community or commercial use.

4.0 Category of Facilities

- 4.1 Restricted facilities - refers to facilities that are generally not available to rent as may be determined by the College from time to time. Any exceptions must be approved by the Regional Dean and approved by the Program Dean or Director responsible for that area. Examples of restricted facilities as follows:

- a) leased facilities, excluding the Revelstoke Center;
- b) student residences;
- c) Kelowna boardroom, lounge and Executive office area (approval also required from Executive Office Assistant);
- d) all kitchens, including the kitchen in the Penticton wine sensory lab, but excludes the Kelowna International Education lounge and kitchen area;
- e) science and technology labs;
- f) Audio Engineering Lab;
- g) Media Technology Centre;
- h) Student Learning Centres;
- i) trades shops;
- j) fitness centres;
- k) office areas;
- l) space under contract to a third party;
- m) staff rooms; and
- n) libraries.

- 4.2 Conditional facilities – refers to facilities that may be rented with special permission as may be determined by the College from time to time. The rental of these facilities must be approved by the Regional Dean and requires consultation with the Program Dean or Director responsible for the area. Examples of conditional facilities as follows:

- a) aboriginal centres;
- b) all labs, including computer labs, science/technology labs, nursing/health labs; and
- c) Penticton Wine Sensory lab and kitchen.

- 4.3 Non-restricted facilities - includes all other College facilities.

5.0 Rental of Facilities

- 5.1 The College will make its facilities available for rental based on the following:
- a) criteria for priority of use and category of facilities will be applied;
 - b) whether the intended use of the facility promotes or serves the public interest and public access for the communities that the College serves; and
 - c) College facilities will not be made available for rental when the proposed activity would be in competition with an existing or planned educational or service offering, or contracted business operation of the College.

- 5.2 The College has the right to manage and restrict use of College facilities at its discretion.
- 5.3 Use of College facilities does not imply endorsement by the College of any activity, service, belief, organization or product.
- 5.4 The College requires that all renters behave with civility, respecting the values of diversity, free enquiry, mutual respect, individual safety, and the quiet enjoyment of others.
- 5.5 All renters shall abide by and conform to all College policies and regulations.
- 5.6 Renters must observe all Provincial and Federal laws and Municipal bylaws.
- 5.7 A separate facility rental policy, terms and conditions will apply to film production companies.

6.0 Who to Contact to Rent Facilities

- 6.1 The use of College facilities is approved through the Booking Request Form. Contact a campus for booking requests or follow the link for details www.okanagan.bc.ca/facilityrentals.

7.0 Facility Rental Agreement

- 7.1 A Facility Rental Agreement must be signed by renter and the College, and fees paid by the renter, before the booking is considered active and before any College facilities are used.

8.0 Fees

8.1 Facility Rental Fee

A facility rental fee will be charged in accordance with the rental fee schedule applicable at each campus. These fees will be based on full recovery of operating costs and expenses by the College and will also take into account current market rates.

8.2 Facility Rental Fee Reduction or Waiver

In limited circumstances the rental fee may be reduced or waived. A change to the rental fee must be approved in writing by the applicable campus Regional Dean. In the event of a rental fee reduction or waiver, the renter may still be required to pay other costs such as custodial, security costs, etc.

8.2.1 Examples of when a rental fee reduction or waiver may be considered:

- a) fundraising event with the benefit going to the College, its students or the Okanagan College Foundation;
- b) written contract with the College;
- c) large community or provincial event as approved by the Board of Governors, such as the BC Summer or Winter Games; and
- d) other exceptional circumstances, as determined by the applicable Regional Dean, in his/her discretion.

8.3 Equipment Fee

In some limited circumstances, equipment may be rented from the College. Contact each campus for availability of equipment (contact information can be found at www.okanagan.bc.ca/facilityrentals). In such cases an equipment use fee applicable at each campus will be charged.

8.4 Service Fee

In addition to the above fees, service fees will be charged for services provided by the College which may include the opening and closing the facility, janitorial services, security, set-up and removal of equipment/furniture, additional staff, and so forth as may be required in each case. A service fee schedule is maintained at each campus.

8.5 Music Licensing Fee

If music will be played during the event, a music licensing fee will be paid to the College, which will be submitted to SOCAN and/or ReSound. The College will work with the renter to determine the appropriate licensing that is required.

8.6 Damage Deposit

If requested by the College, a damage deposit in an amount to be determined by the College must be paid by the renter. In many cases, evidence of insurance coverage will be required and in some instances, a surety bond may also be required.

9.0 Sanctioned Event

9.1 A sanctioned must have the College Executive approval. A sanctioned event permits the organizer(s) to use the College's name, logo and approved College resources in association with the event, subject to specific rules and restrictions. This level of approval is required for events which are not part of the College's regular business. A separate review and approval of a sanctioned event is required. Contact the Regional Dean for more details.