

TITLE: FACILITY BOOKING AND RENTAL

POLICY STATEMENT:

College facilities are managed to support the institution's mission and mandate. College facilities exist for the primary use of RDC students and staff for the purpose of educational instruction, student development and engagement, and administrative activities. The College has an ongoing commitment to the community, and makes its facilities available to external users when not required for College activities. The College may subsidize facility use that supports its mission and values through sponsorships and partnerships with external groups.

PURPOSE:

The purpose of this policy is to promote good stewardship of College facilities by identifying principles and priorities for facility use. The policy guides fair and consistent decisions for the College and the greater community in the booking and use of College facilities.

SCOPE:

This policy applies to all internal and external users of College space.

PRINCIPLES:

1. Facility use is consistent with RDC mission, values and goals.
2. Facility use is consistent with legislation, health and safety guidelines and provisions to protect the security and integrity of the facilities.
3. Booking priorities consider the needs of internal and external users.

DEFINITIONS:

Event: An event may require multiple services (room rental, audiovisual, food, etc.).

Partnership: A partnership is a relationship between RDC and an external organization defined by a written agreement that specifies contributions by both partners.

Sponsorship: A sponsorship is a relationship between RDC and an external organization defined by a written agreement that specifies the contribution of the sponsor which can be RDC (in kind), the external organization or both.

Internal User: Members of the College community, (employees, registered students, Student Association executive, society members, and Staff or Faculty Professional Development Committees) who wish to book facilities for college business.

External User: a group or individual who is not a member of the College community or a member of the college community who wishes to book facilities for activities not related to college business.

GUIDELINES:

1. External users must cover full costs (direct and indirect costs) for any facility use unless a written sponsorship or partnership agreement specifies otherwise.
2. When facility use is included in a partnership or sponsorship agreement, the agreement must specify the degree to which RDC subsidizes the facility use. Lease and rental

agreements that persist for a period greater than one month are reviewed, approved and signed by the Chief Financial Officer and/or the VP College Services.

3. When facility use is included in a partnership or sponsorship agreement the Leadership Team member approving the partnership or sponsorship must notify the Facilities Booking Office of the approval and provide Financial Services with information on the agreement. The notification must include the cost arrangements if they vary from the fee schedule.
4. Red Deer College denies requests for facility use when:
 - the event is in competition with an existing RDC educational or administrative program, or business operation. Determination of competition is made in consultation with the appropriate College Division or School.
 - the event is not consistent with the College's mission, values, and/or mandate.
 - use is not consistent with legislation, health and safety guidelines, or provisions to protect the security and integrity of the facilities.

PROCEDURE:

1. The Facility Booking Centre maintains a Booking Procedure Manual that is reviewed and updated on a regular basis. The manual is available on the College web site. The manual includes:
 - procedures for facility booking
 - procedures for special use spaces such as the Centre for Corporate Training, Arts Centre, Athletics (Special purpose gyms and fields)
 - booking priorities for internal and external users
 - a facility rental fee schedule (reviewed annually) and approved by the Chief Financial Officer
 - procedures and templates for determining partnership and sponsorship agreements
2. Partnership and sponsorship agreements that involve facility use where there is an exchange of contributions must be approved by the Chief Financial Officer.
3. The Chief Financial Officer maintains a database of partnership and sponsorship agreements that involve facility use, and provides the Facility Booking Centre with access to the database.

Facility Booking Priorities

- College courses and related activities
- College meetings, activities and events
- External meetings, activities and events for which the college is a partner or sponsor
- Other external meetings, activities and events

Decisions regarding determination of priorities are made by Facilities Bookings staff, with consultation with the Registrar as required.

Resolution of Disputes, Booking Conflicts

1. Facilities Booking staff will attempt to resolve conflicts by seeking alternate arrangements (alternate room(s), alternate time(s), etc.) suitable to all parties.
2. Conflicts not resolved by the Facilities Booking Centre will be referred to the Registrar.
3. The Registrar will investigate and make a decision.
4. The decision of the Registrar may be appealed to the Director, Student Services. The decision of the Director is final.

OFFICER RESPONSIBLE: Vice President College Services

RECOMMENDING AUTHORITY: Service Council

CONSULTATION FOR REVIEW: Registrar, Facility Booking Office, Scheduling Office and Senior Administration members

POLICY REVIEW DATE: January, 2015

EFFECTIVE DATE: March 1, 2010

REVISION HISTORY: July 1, 1999 (Room Bookings and Use of College Facilities Standard Practice)
March 1, 2010 (revised and renamed Facility Booking and Rental Policy)

RELATED POLICIES:

- Alcohol At College Events And Facilities
- Partnerships With External Organizations
- Signing Authority and Contract Execution
- Timetable Development for Programs at Red Deer College