



<b>Facility Booking and Rental Policy</b>	
<b>Category:</b> Administrative	<b>Approval Date:</b> June 25, 2020
<b>Policy Owner:</b> Vice President Finance and Administration	<b>Effective Date:</b> July 1, 2020
<b>Policy Administrator:</b> Director, Ancillary and Sport Services	<b>Review Period:</b> 5 Years
<b>Recommended by:</b> Service Council	
<b>Associated Procedures</b> Facility Booking and Rental Procedure	

## PURPOSE

To promote good stewardship of Red Deer Polytechnic facilities by identifying principles and priorities for facility use. The policy guides fair and consistent decisions for the Polytechnic and the greater community in the booking and use of Polytechnic facilities.

## SCOPE

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

## POLICY

1. Polytechnic facilities are managed to support the institution's mission and mandate.
2. Polytechnic facilities exist for the primary use of students and staff for the purpose of educational instruction, student development and engagement, and administrative activities.
3. The Polytechnic has an ongoing commitment to the community and makes its facilities available to external users when not required for Polytechnic activities.
4. The Polytechnic may subsidize facility use that supports its mission and values through sponsorships and partnerships with external groups.
5. Facility use is consistent with legislation, health and safety guidelines and provisions to protect the security and integrity of the facilities.
6. Booking priorities consider the needs of internal and external users.
7. External users must cover full costs (direct and indirect costs) for any facility use unless a written sponsorship, partnership agreement, or facility fee waiver specifies otherwise.

8. When facility use is included in a partnership or sponsorship agreement, the agreement must specify the degree to which the Polytechnic 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 Vice President Finance and Administration.
9. When facility use is included in a partnership, sponsorship agreement, or facility fee waiver, the Vice President Vice President Finance and Administration approving the partnership, sponsorship, or facility fee waiver 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.
10. Red Deer Polytechnic denies requests for facility use when:
  - a. the event is in competition with an existing Polytechnic educational or administrative program, or business operation. Determination of competition is made in consultation with the appropriate Polytechnic Division or School,
  - b. the event is not consistent with the Polytechnic's mission, values, and/or mandate, and
  - c. use is not consistent with legislation, health and safety guidelines, or provisions to protect the security and integrity of the facilities.

## **RELATED POLICIES**

Alcohol at Polytechnic Events and Facilities  
Partnerships with External Organizations  
Signing Authority and Contractual Commitments  
Timetable Development for Programs  
Facility Planning and Space Allocation  
Sales, Canvassing and Advertising on Campus

## **DEFINITIONS**

**Event:** An event may require multiple services (room rental, audio/visual, food, etc.).

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

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

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

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