



<b>Facility Booking and Rental Procedure</b>	
<b>Parent Policy:</b> Facility Booking and Rental Policy	
<b>Category:</b> Administrative	<b>Approval Date:</b> May 28, 2020
<b>Procedure Owner:</b> Vice President Finance and Administration	<b>Effective Date:</b> May 28, 2020
<b>Procedure Administrator:</b> Director, Ancillary and Sport Services	<b>Review Period:</b> 5 years

## PURPOSE

To outline the expected practices associated with booking Polytechnic facilities.

## PROCEDURE

1. The Facility Booking Office adheres to booking procedures that are reviewed and updated on a regular basis, including
  - a. procedures for facility booking,
  - b. procedures for special use spaces such as the Centre for Corporate Training, Arts Centre, Athletics (Special purpose gyms and fields),
  - c. booking priorities for internal and external users,
  - d. a facility rental fee schedule (reviewed annually) and approved by the VP Polytechnic Services, and
  - e. procedures and templates for determining partnership, sponsorship agreements, and facility fee waivers.
2. The Vice President Finance and Administration must approve sponsorship agreements, partnerships and facility fee waivers that involve facility use where there is an exchange of contributions.
3. The Vice President Finance and Administration will maintain a database of partnerships, sponsorship agreements and facility fee waivers that involve facility use and provides the Facility Booking Office with access to the database.
4. Facility Booking Priorities include
  - a. Polytechnic courses and related activities,
  - b. Polytechnic meetings, activities and events,

- c. external meetings, activities and events for which the Polytechnic is a partner or sponsor, and
  - d. other external meetings, activities and events.
5. Decisions regarding determination of priorities are made by Facilities Bookings Office, with consultation with the Director, Ancillary and Sport Services as required.

***Resolution of Disputes and Booking Conflicts***

1. The Facility Booking Office will attempt to resolve conflicts by seeking alternate arrangements (alternate room(s), alternate time(s), etc.) suitable to all parties.
2. Conflicts that are unable to be resolved by the Facility Booking Office will be referred to the Director, Ancillary and Sport Services.
3. The Director, Ancillary and Sport Services will investigate and make a decision.
4. The decision of the Director, Ancillary and Sport Services may be appealed to the Vice President Finance and Administration.
5. The decision of the Vice President Finance and Administration is final.