



Facility Booking and Rental	
Policy: Facility Booking and Rental	
Category: Administrative	Approval Date: May 28, 2020
Procedure Owner: Vice President College Services	Effective Date: May 28, 2020
Procedure Administrator: Director, Ancillary and Sport Services	Review Period: 5 years
Associated Procedure Documents: N/A	

PURPOSE

To outline the expected practices associated with booking College 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 College Services, and
 - e. procedures and templates for determining partnership, sponsorship agreements, and facility fee waivers.
2. The VP College Services must approve sponsorship agreements, partnerships and facility fee waivers that involve facility use where there is an exchange of contributions.
3. The VP College Services 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. College courses and related activities,
 - b. College meetings, activities and events,
 - c. external meetings, activities and events for which the college 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 VP College Services.
5. The decision of the VP College Services is final.