

<b>61.01</b>	<b>Facilities Use and Rentals</b>	<b>POLICY</b>
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## 1.0 PURPOSE

- 1.1** The Nova Scotia Community College (College) is guided in its mission by a Strategic Plan that defines its specific goals. In pursuit of these goals, the College provides approximately 2.8 million square feet of facility space equipped for teaching, learning and research in campuses and learning centres throughout the Province.
- 1.2** This **policy** specifies the conditions under which the College may choose to allow its facilities & equipment to be used for purposes other than their **primary use**. Supporting **procedures** articulate accountabilities for all employees with functional responsibilities under this policy, and provide processes, risk management assessment tools and document templates for consistent application of this policy at all College facilities.

## 2.0 STATEMENT OF POLICY/SCOPE

- 2.1** The **primary use** of College’s facilities and equipment is for purposes related to the College’s mission in the provision of programs and services funded by the Province. Since the College is an integral part of the broader community, facilities may be made available to internal and external stakeholders **for secondary uses** when the request:
- a. is not in conflict with nor in competition with the College’s primary purpose.
  - b. is consistent with the objectives and philosophy of the College.
  - c. complies with Facility Use Procedures.
- 2.2** The College reserves the right to refuse requests for facility use where it deems the usage is not in its best interest.
- 2.3** The following minimum standards for approved **secondary use** requests will apply:
- a. The use can be accommodated without displacing primary uses of the space or equipment
  - b. Risk is assessed using the College risk/benefit assessment checklist
  - c. All required certificates, licenses and permits are obtained by the requester and copies are retained by the campus
  - d. A rental agreement is completed and retained on file for all high-risk uses
  - e. Rental and other fees are applied to the client’s account according to the College’s schedule of facility and equipment fees
- 2.4** This policy applies to all internal and all external individuals, agencies, associations and organizations requesting facility use at any campus or learning centre. The policy **does not** apply to College staff conducting regular ongoing programs and related services unless the services of an external individual or organization are being utilized.

<b>Executive Policy Sponsor:</b> Vice President Administration	<b>Policy Steward:</b> Daniel Kelly, Director of Facilities	<b>Approved:</b> Sponsor VP September 2016	<b>Effective Date:</b> October 1, 2016	<b>Next Review:</b> 2019
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- 2.5 The policy **does not** apply to special events being hosted by the College as this is covered under **Special Event Planning Procedure OHS&E-017**.
- 2.6 This document, combined with the **Facilities Use and Rentals Procedure**, encompasses and replaces the document Guidelines for Risk Management.

## 3.0 POLICY SUPPORTS

- NSCC Strategic Plan
- NSCC Facilities Equipment Management Plan
- NSCC Accident/Incident Report
- NSCC Student Risk Assessment
- NSCC Access to Campus After-Hours Procedure
- Student Insurance Program (SIP)
- NSCC Scheduling Procedure
- NSCC Protocol Political Parties and NSCC Involvement

**Associated Procedures, Forms and Documents**

- Facilities Use and Rentals Procedures
- Appendix A: Application for Use of College Facilities
- Appendix B: Certificate of Insurance - Sample
- Appendix C: Certificate of Insurance – How to Get
- Appendix D: Facility Booking Contacts
- Appendix E: Facility Orientation - Sample
- Appendix F: Facility Use and Rental Agreement
- Appendix G: Internal Facility Booking Protocol - Sample
- Appendix H: Risk/Benefit Assessment
- Appendix I: Waiver Form
- Appendix J: Standard Form of Lease
- Appendix K: Schedule of Fees
- Appendix L: MOU
- Appendix M: Fire and Emergency Evacuation Guide

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