

61.02	Facilities Use and Rentals	PROCEDURE
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1.0 PURPOSE

- 1.0 This procedure articulates accountabilities and processes for the NSCC Facility Use and Rentals Policy. It provides the following information:
- 2.0 Statement of Policy/Scope
- 3.0 Definition of terms relevant to these procedures
- 4.0 Roles and Accountabilities for all employees with functional responsibilities under this policy and its procedures
- 5.0 Procedures for:
 - a. Assessing priorities for facility use
 - b. Categorizing risk
 - c. Determining document requirements
 - d. Applying facility fees
 - e. Managing requests for facility use
 - f. Processing requests for short term facility use
 - g. Processing requests for long term facility use
- 6.0 List of policy supports, associated forms and documents

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 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.

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- 2.4 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**.
- 2.5 This document encompasses and replaces the document Guidelines for Risk Management.

3.0 DEFINITIONS

- 3.1 **Application for Use Of College Facilities (Application)** The form the College uses to record and approve requests for use of College facilities.
- 3.2 **Certificate of Insurance** A document issued by an insurance company that is used to verify the existence of insurance coverage, the amount and the specific conditions granted to listed individuals. The certificate would name the insured for the purposes of renting space at the College. A minimum coverage of \$2,000,000 is required for low risk and up to \$5,000,000 for the highest risk.
- 3.3 **Charity** An organization external to the College that has a CRA registered charity number.
- 3.4 **College Partner** Any external person, group, organization or government department that supports the College's primary purpose in the delivery of its programs and services and is identified in an MOU, a campus approved list or the College Executive approved list.
- 3.5 **External Client** A person, group or organization providing programs and services that are not part of the College's primary purpose. Examples: a trade faculty teaching photography, a College employee requesting space for the Lion's club that employee is part of, a local business, a Chamber of Commerce.
- 3.6 **Facility Booking Personnel** Any person(s) assigned the task of coordinating and scheduling facility use and rental requests under the scope of this procedure.
- 3.7 **Internal Client** A person, group or department that is involved in the College's primary purpose of delivering programs and services.
- 3.8 **Memorandum of Understanding (MOU)** A formal signed document that identifies the terms of association between the College and an external partner and lists the mutual benefits.

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3.9	Permit	A legal document issued by a relevant body that authorizes the named individual/organization to undertake a defined activity. Examples: Certificate of Insurance, WCB declaration, Risk Assessment, Liquor License.
3.10	Risk Assessment	A documented review of the potential risks and hazards and the proposed mitigation associated with a high risk facility use request.
3.11	Short Term Facility Use and Rental Agreement (Rental Agreement)	A contract between the College and the lessee that contains the terms and conditions concerning the use and occupancy of College facilities for a period of 4 months or less.
3.12	Standard Form Of Lease	A contract between the College and the lessee that contains the terms and conditions concerning the use and occupancy of College facilities for a period exceeding 4 months.
3.13	Waiver	A formal signed document whereby the client relinquishes the right of claim against the College related to the specified facility use and rental agreement.

4.0 ROLES & ACCOUNTABILITIES - EMPLOYEES

4.1 Director of Facilities (DOF):

- a. Lead the management of all College facilities
- b. Direct and oversee the implementation and execution of this procedure for the College.
- c. Approve Standard Form of Lease in conjunction with campus Principal.

4.2 Principal:

- a. Direct and oversee the implementation and execution of this procedure at the campus level.
- b. Direct the MAS in the administration of this procedure.
- c. Approve facility fee exemptions and discounting.
- d. Approve all events involving the service of alcohol.
- e. Approve Standard Form of Lease in conjunction with the DOF.

4.3 Manager of Administrative Services (MAS) or designate

- a. Ensure all campus documents associated with this procedure are current.
- b. Ensure all required permits are in place prior to approving agreements.
- c. Initiate Risk Assessments and obtain approval from Manager OH&S.

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- d. Price and approve Applications and Rental Agreements.
- e. Maintain a record of Applications, Rental Agreements, Permits and associated documentation in accordance with College policy.
- f. Manage invoicing and receivables and assign cancellation costs where applicable.

4.4 Facilities Manager (FM):

- a. Identify resources that will be required beyond those available and what costs the client will be responsible to pay and inform MAS or Designate.
- b. Assist with Risk Assessments where applicable.
- c. Oversee the application of College OH&S and Environment policies and procedures of the College.
- d. Ensure work being conducted in relation to a facility use or rental is in compliance with College procurement, safety and regulatory requirements.
- e. Manage the Work Order process and assign staff as needed to facilitate use for clients and a return to regularly scheduled usage.
- f. Report any deficiencies and damage resulting from use for charge back to the client.

4.5 Manager OH&S and Environment Services (MOHS)

- a. Provide and maintain currency of the College Risk Assessment document.
- b. Review and approve completed Risk Assessments.

4.6 Academic Chair (AC)/Section Manager:

- a. Assist with risk assessments where applicable.
- b. Assist with the identification and approval of MOU clients.
- c. Make requests for facility use in accordance with this procedure and campus approved processes.

4.7 Facility Booking Personnel (FBP)

- a. Coordinate internal request for facility use.
- b. Respond to external requests, provide or complete Applications and provide campus Facility Use Information Package to clients.
- c. Approve, or if not a Designate, obtain MAS approvals on Applications.
- d. Obtain Rental Agreement and related permits from client and approve, or if not a designate, obtain MAS approval on Rental Agreement.
- e. Confirm facility booking with client.
- f. Initiate internal booking protocol.

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5.0 PROCEDURES

5.1 Assessing Priority for Facility Use

Space that is approved for use will be done on a first come first serve basis in the following order of priority:

- a. College Instructional Programs
- b. College Activities Supporting the Mission.
- c. Externally requested activity or event when the academic schedule is published for the term
- d. Booking of academic spaces cannot be done prior to the completion of the Academic Schedule.

5.2 Categorizing Risk

Risk will be categorized in either one of two levels:

- a. **Low** - a Risk Level Low shall exist if **all** of the following conditions apply:
 - if the request for facility use is for a purpose requiring a low level of physical activity that is unlikely to result in injury to participants nor cause damage to physical space, such as to conduct a meeting, deliver a lecture or other similar low impact event.
 - the activity will be conducted in an area, such as a classroom, lecture theatre or similar space that is free of material or equipment that requires special precautions such as the use of PPE.
 - the activity does not involve the serving of alcohol.
 - the activity does not involve minors.
 - the activity will not result in any damage to the College brand.
- b. **High** - a Risk Level High shall exist if **any one** of the above conditions cannot be satisfied. A Risk Assessment will be required.

5.3 Determining Document Requirements – Internal Clients

The need for specific documents will be determined based on the following categorization of client and level of risk:

- a. An **Internal Client** requesting facility use for a purpose using his/her own competencies but that are not part of his/her employment contract.
 - Low Risk - an Application is required.
 - High Risk – an Application, a Risk Assessment and a Rental Agreement are required and any additional permits defined in the assessment.
- b. An **Internal Client** requesting facility use for a purpose using the competencies of an external client.
 - Low Risk – an Application and a Rental Agreement are required.

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- High Risk – an Application, a Risk Assessment and a Rental Agreement are required and any additional permits defined in the assessment. In the case where the External Client is unable to provide a permit as identified in the Risk Assessment, the option of a Waiver may be applied. The signature of both the MAS and FM is required on the Risk Assessment identifying them as exercising compliance and oversight of the risk management liability for the campus.
- c. **All Clients** whose request involves the serving of alcohol require a Liquor License in addition to any other relevant permits.

5.4 Determining Document Requirements – External Clients

The need for specific documents will be determined based on the following categorization of client and level of risk:

- a. An **External Client - Individual**
 - Low Risk - an Application and Rental Agreement are required.
 - High Risk – an Application, a Certificate of Insurance, a Risk Assessment and a Rental Agreement are required and any additional permits defined in the assessment.
- b. An **External Client – Organization**
 - Low Risk - an Application, a Certificate of Insurance and a Rental Agreement are required.
 - High Risk – an Application, a Certificate of Insurance, a Risk Assessment and a Rental Agreement are required and any additional permits defined in the assessment.
- c. **Student Association** requests are to be processed as identified in the NSCC Student Risk Assessment Guidelines using the approved College process.
- d. **All Clients** whose request involves the serving of alcohol require a Liquor License in addition to any other relevant permits.

5.5 Applying Facility Fees

Fees are to be applied to client accounts based on the Schedule of Facility and Equipment Fees accompanying this procedure. This Schedule is to be reviewed and updated annually by the Director of Facilities and the Director of Finance.

Requests for consideration for either exemption or discounting of these fees will be done based on the criteria noted below:

- a. **Internal** – will be billed “out of pocket costs” such as overtime or casual staff directly related to the request.
- b. **Charity** – will be billed 50% Facility and Equipment rental fees plus 100 % Other Services fees plus any direct out of pocket costs incurred.

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- c. **College Partner** – will be billed any direct out of pocket costs related to the rental. Examples of such partners are Sobeys, Skills Nova Scotia, Dept. of Labour & Advanced Education.
- d. **External Other** – all Facility and Equipment rental rates plus Additional Fees plus direct out of pocket costs are to be applied to the client’s account.

Cancellations not completed 48 hours prior to the start of the booking may be billed to the client at the discretion of the MAS.

Additional exemptions and discounting maybe be done at the discretion of the Principal or designate for reasons pertaining to strategic initiatives of the campus. Such reasons are to be noted at time of approval.

5.6 Managing Requests for Facilities Use

- a. All campuses are to have a person(s) designated to do facility bookings.
- b. All campuses are to have a defined process for doing facility bookings that ensures all internal stakeholders are informed and in a timely manner. Refer to the sample process supporting document.
- c. All campuses should have a Facility Information Package that contains information about the Campus, particulars on specific spaces, guidelines for assignment, as well as facility rates, auxiliary services and other special services that might be of interest. Refer to the sample supporting document.
- d. Requests for facility use are to be made on a completed and signed Application for Use of College Facilities (**Application**). Where this is not practical, Facility Booking Personnel (FBP) will record the mandatory information and request an email or fax for confirmation. For repetitive users, to reduce administration for both parties, Applications can be made up to one (1) year in advance.

5.7 Processing Requests for Short Term Facility Use – 4 months or less

Requests for facility use will be processed based on the category of client and level of risk utilizing the documents identified in 5.3, 5.4 and 5.5 above.

- a. The campus Internal Booking Protocol is to identify the personnel assigned to administer facility bookings at the campus and to obtain and/or complete the required documents.
- b. The MAS or designate is required to review and approve Applications and Rental Agreements
- c. Facility bookings that are deemed to be high risk will require a Risk Assessment to be completed. The Assessment is to be initiated at the Campus with input from the MAS and FM. Approval of the MOHS is required on the completed Risk Assessment.
- d. Both the sign off of the MAS and FM is required in any instance where the campus wishes to waive the requirement of certificates normally requires in a situation deemed high risk.

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5.8 Processing Requests for Long Term Facility Use – more than 4 months

Requests for facility use that are more than 4 months require special considerations that require consideration of the Principal/VP and DOF.

- a. FBP will obtain an Application from the requestor and forward to the Principal for review.
- b. Principal will consult with the DOF to discuss the request and initiate a Risk Assessment.
- c. DOF will work with the Principal, Manager of OH&S and Vice President, Administrative Services to complete a Risk Assessment
- d. FBP will advise the requestor on the status of the request and documents required.

6.0 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 Policy, Forms and Documents

- Facility Use and Rentals Policy
- 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 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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