PRACTICE TYPE: College Facilities


A. Purpose

The equipment, facilities and intellectual capital and other resources of the College exist primarily to serve the needs of the students, clients and staff of the College.

There are occasions when it is appropriate for parties external to the College to have access to its resources. This procedure outlines the conditions under which such access is appropriate.

B. Conditions of Access

There must be no compromise of, or conflict with, the prime function of the College.

All costs, both direct and indirect (e.g. space) must be recovered by the College. Exception to the recovery may be made at the direction of a designated senior college official under certain defined circumstances; e.g., events that support the activities of the College.

The College will specify security measures to ensure the protection of College property, traffic control, equipment operation, etc. and these will be provided at the expense of the third party.

The third party will be responsible for arranging liability and any other insurance coverage for the related activities.

The College will make the final decision on the appropriateness of third party access to its resources and may deny such access if it is not in the interest of the College.

While staff and students may use facilities and borrow equipment for purposes consistent with their role within the College, they will be treated as “3rd parties” if the purpose is unrelated to their College role.
C. Procedures on Third Party Access to College Resources

1. The Scheduling Office is responsible for co-ordinating all matters related to the start term rental of space including:
   - determination of priority, rates, forms, co-ordination with other departments

2. Long-term rentals of space will be managed through the Director, Facilities Management Services.

3. The Learning Resource Centre is responsible for co-ordinating all matters related to rentals of audio-visual materials.

Access to the rights to College-owned Intellectual Capital (e.g. curriculum material) will be negotiated through the Office of the Vice-President responsible for the material.