



Title	<b>Rental of College Facilities</b>
Policy No.	B.3.3
Approval Body	President
Policy Sponsor	Vice President, Administration & International Development
Last Full Review	February 9, 2021
Last Revised	February 9, 2021

### **CONTEXT AND PURPOSE**

Vancouver Community College (VCC; the College) permits the use of its facilities by External Clients. The College also permits external clients to sell retail goods and display materials that are considered of interest to the College community.

This policy establishes the guidelines for the rental of College space for activities not related to College business.

### **SCOPE AND LIMITS**

The Policy applies to all employees and students of the College, and to all individuals or entities renting facilities that are owned or leased by the College.

### **STATEMENT OF POLICY PRINCIPLES**

1. The College permits the use of its facilities by external clients provided such use does not conflict with the College's Mission and Values and:
  - a. Does not cause interference with the orderly functioning of the College or infringe on the rights or privileges of others, including the right to a safe and secure environment and the right to peaceful pursuit of campus activities;
  - b. Does not promote hatred or discrimination against, or expose to contempt, any person or group of persons as applicable under legislation or law; and
  - c. Does not directly or indirectly contravene provisions of any law, statute, regulation, by-law, enactment, policy, or otherwise, of Canada, of the Province of British Columbia, the City of Vancouver and/or of the College.
2. External clients are not permitted to advertise, promote or operate programs or services that are in competition with College programs, that compete with College activities including commercial activities such as the bookstore, or that otherwise conflict with current contracts or agreements.
3. The College has the right to manage and restrict use of College facilities at its discretion.

4. Use of College facilities does not imply endorsement by the College of any activity, service, belief, organization or product.
5. All rentals require a Rental Agreement which includes the conditions of use, terms of payment, liability and a certificate of insurance.
6. Rental activities carried out within normal College business hours must be in a manner that will minimize any disruption to students and employees. The activity must remain within the space provided as specified in the Rental Agreement.

## **DEFINITIONS**

External Client: Any individual or entity renting College facilities for activities not related to College business.

Facilities: Any College owned or leased space, including associated services.

Rental Agreement: Any executed written College document for the purpose of renting College Facilities to External Clients. Rental Agreements include contracts, license agreements, lease agreements, and memorandum of agreements.

Renter: Any person or entity using College facilities, after having signed a Rental Agreement.

## **RELATED LEGISLATION & POLICIES**

### Policies

- A.3.1 Prevention of Harassment, Discrimination, and Bullying
- A.3.10 Sexual Violence and Misconduct
- B.3.4 Space Allocation and Room Booking
- B.3.6 Alcoholic Beverages on Campus
- B.3.9 Use of College Resources and Facilities
- E.3.1 Sponsorship

## **RELATED PROCEDURES**

Refer to B.3.3 Rental of College Facilities Procedures.