



PROCEDURES

Title	Rental of College Facilities
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

GENERAL

1. All requests and the administration of the rental of College facilities are managed by the Facilities Management Department.
2. Requests for the use of College facilities are submitted using a Facilities Rental Form from the Facilities Department.
3. An approved Rental Agreement is required for all rentals.
4. The College generally rents space as:
 - a. Film Rentals: Use of College facilities as outlined in a specified filming contract.
 - b. Long-Term Rentals: The use of College facilities on a continuing basis for a duration of three months or more. Long-term rental requests will be approved by the Vice President Administration or Chief Financial Officer, in consultation with the Director of Facilities.
 - c. Short-Term Rentals: The use of College facilities for less than 3 months.
 - d. Table Rental: The use of College facilities for table displays to a maximum of 5 days per calendar month and 5 consecutive days, and subject to the following guidelines:
 - i. The College will designate the specific table location.
 - ii. Renters must maintain a non-intrusive environment at all times during the rental period.
5. The presence of College employee(s) may be required as a condition of use, and may include additional costs. Persons involved must follow all reasonable requests and directions given by the designated College employee(s), this may include Security personal, instructors, or other employees.
6. Facilities and equipment will be used only for the activities for which they have been designated.
7. In consultation with College administration and the Department of Safety, Security and Risk Management as needed, a Facilities Management Representative will:
 - a. Assess the safety and security risks.

- b. Determine whether to approve the rental request.
- c. Assess all fees (rental and ancillary).
- d. Define payment terms.
- e. Confirm the booking.
- f. Finalize applicable rental documentation.

RENTAL FEES & SERVICE CHARGES

8. Advanced payment of rental fees is required to confirm the Rental Agreement. A receipt of payment will be provided to the Renter at the time of payment.
9. A facility rental fee will be charged in accordance with the rental fee schedule. These fees are based on full recovery of operating costs and expenses by the College and also take into account current market rates.
10. Facilities rental fee schedule is approved by the Vice President Administration and/or Chief Financial Officer and will be reviewed every two (2) years.
11. External events require a deposit of 25% of the total rental rate at the time the Rental Agreement is signed. Unless otherwise agreed in writing, the balance of payment will be due two (2) weeks prior to the date of the confirmed booking.
12. A full refund will be issued if a facility rental is cancelled at least seven (7) business days prior to the scheduled rental date. A refund of 50% of the rental fee will be issued for cancellations made at least three (3) business days prior to the scheduled rental date. Refunds of rental fees will not be issued for event cancellations received two (2) business days prior to the event.
13. All requests for a reduced or waiver of rental fees must be referred to the Vice President Administration or Chief Financial Officer for approval.
14. In the event that rental fees are waived, all terms and conditions of this policy remain applicable including the requirement of a Rental Agreement and insurance.
15. Additional service charges may apply for rentals of special purpose rooms, equipment, or services that require a technician, including but not limited to labs or shops.
16. The College reserves the right to bill for unforeseen costs such as, but not limited to, extra cleaning, damages and security.

RENTAL REQUIREMENTS

17. The Renter must be a minimum of 19 years of age.
18. The Renter shall provide the College with a Certificate of Insurance (COI) prior to the start date of the rental period. COI is issued by an insurance company or broker and verifies the existence of a General Liability Insurance policy.
19. Certificates of Insurance must contain the following information:
 - a. Name of insurance company and binder or policy number and name and address of the insured.
 - b. Policy period (covering at least the period the agreement is in place).

- c. Description of required coverage and policy limits.
 - d. Description of insured operations and location(s).
 - e. Signature of authorized representative and date.
20. The Renter must remain in attendance for the duration of the rental activities, including the clean-up at the end of the rental period.
21. The Renter is responsible to maintain the area being rented. It is to be kept neat, clean and free of any potential safety hazards.
22. At the end of the rental period, the Renter is to remove all Renter supplied displays, furniture, equipment, or other materials. The Renter will place all garbage in appropriate disposal containers, and ensure that the rented spaces are cleaned up and left in their original condition.
23. Rental activities must be in a manner that will minimize any disruption to students and staff. The primary rental activity must remain within the space provided as specified in the rental agreement.
24. Prior approval from Facilities Management is required for:
- a. Advertisement or postings at or on College property related to rentals or events.
 - b. The use of the College name or logo in any advertisement.
 - c. The use of College name or logo as an endorsement of any rental agreement or event.
25. Failure to comply with any of the above will result in an immediate cancellation of the rental and forfeit of all rental fees.

FOOD AND BEVERAGE SERVICES

26. If food service, catering, and/or serving of alcohol are required, the College's Food Services department will be the service provider on a right of first refusal basis.
27. If it is determined by the Director of Commercial Services that College's Food Services are unable to meet the requirements of the request, the College will permit alternate arrangements.
28. All rental events involving the serving of alcohol must comply with College Policy B.3.6 Alcoholic Beverages on Campus.

RELATED POLICY

Refer to B.3.3 Rental of College Facilities Policy.