

Facility Booking and Rental	
Category: Administrative	Approval Date: June 25, 2020
Policy Owner: Vice President College Services	Effective Date: July 1, 2020
Policy Administrator: Director, Ancillary and Sport Services	Review Period: 5 Years
Recommended by: Service Council	
Associated Procedures Facility Booking and Rental Procedure	

PURPOSE

To promote good stewardship of Red Deer College facilities by identifying principles and priorities for facility use. The policy guides fair and consistent decisions for the College and the greater community in the booking and use of College facilities.

SCOPE

This policy applies to all internal and external users of College space.

POLICY

1. College facilities are managed to support the institution’s mission and mandate.
2. College facilities exist for the primary use of students and staff for the purpose of educational instruction, student development and engagement, and administrative activities.
3. The College has an ongoing commitment to the community, and makes its facilities available to external users when not required for College activities.
4. The College may subsidize facility use that supports its mission and values through sponsorships and partnerships with external groups.
5. Facility use is consistent with legislation, health and safety guidelines and provisions to protect the security and integrity of the facilities.
6. Booking priorities consider the needs of internal and external users.
7. External users must cover full costs (direct and indirect costs) for any facility use unless a written sponsorship, partnership agreement, or facility fee waiver specifies otherwise.

8. When facility use is included in a partnership or sponsorship agreement, the agreement must specify the degree to which the College subsidizes the facility use. Lease and rental agreements that persist for a period greater than one month are reviewed, approved and signed by the Chief Financial Officer and/or the Vice President College Services.
9. When facility use is included in a partnership, sponsorship agreement, or facility fee waiver, the Vice President College Services approving the partnership, sponsorship, or facility fee waiver must notify the Facilities Booking Office of the approval and provide Financial Services with information on the agreement. The notification must include the cost arrangements if they vary from the fee schedule.
10. Red Deer College denies requests for facility use when:
 - a. the event is in competition with an existing College educational or administrative program, or business operation. Determination of competition is made in consultation with the appropriate College Division or School,
 - b. the event is not consistent with the College's mission, values, and/or mandate, and
 - c. use is not consistent with legislation, health and safety guidelines, or provisions to protect the security and integrity of the facilities.

RELATED POLICIES

Alcohol at College Events and Facilities
Partnerships with External Organizations
Signing Authority and Contract Execution
Timetable Development for Programs
Facility Planning and Space Allocation
Sales, Canvassing and Advertising on Campus

DEFINITIONS

Event: An event may require multiple services (room rental, audio/visual, food, etc.).

Partnership: A partnership is a relationship between RDC and an external organization defined by a written agreement that specifies contributions by both partners.

Sponsorship: A sponsorship is a relationship between RDC and an external organization defined by a written agreement that specifies the contribution of the sponsor which can be RDC (in kind), the external organization or both.

Internal User: Members of the College community, (employees, registered students, Student Association executive, society members, and Staff or Faculty Professional Development Committees) who wish to book facilities for college business.

External User: a group or individual who is not a member of the College community or a member of the college community who wishes to book facilities for activities not related to college business.