



ADMINISTRATION POLICY USE OF COLLEGE FACILITIES & EQUIPMENT

EFFECTIVE: April 1986
REVISED: October 2009
RELATED POLICIES:

POLICY

Northern Lights College strives to be a significant community centre in each of its locations for academic, occupational, cultural, social or athletic activities and therefore permits the use of its facilities by community organizations and groups, and by staff members for special College functions.

PROCEDURE

1. Instruction and student activities will be given first priority in all cases. Other uses will be on a first-come, first-served basis. The local Campus Administrator is the final authority should discrepancies arise.
2. Specialized facilities may not be available for general use such as when they require specialized skills, or they contain sensitive equipment. The local Campus Administrator determines which spaces are available for public use and whether a college employee must be present during use.
3. The local Campus Administrator may impose particular conditions of use for certain facilities for reasons of safety, security, etc.
4. Northern Lights College facilities shall only be used for purposes that do not directly or indirectly contravene provisions of any statute, regulation, by-law, enactment, or otherwise, of Canada, British Columbia or local municipalities.
5. The use of Northern Lights College facilities does not imply endorsement of an activity by the College. Wrongly implied endorsement may result in the cancellation of present and future use of facilities.
6. While notice will be given wherever possible, the College reserves the right to cancel, interrupt, or revise any bookings, without notice and without payment for compensation.
7. Users are to immediately report any irregularities or damage to College facilities or equipment.
8. The College shall not be liable for any loss, injury or damage to users of the facilities, nor shall it be liable for any loss, injury or damage caused by acts or omissions of users of the facilities.

9. Users are subject to all rules, regulations and procedures that normally apply to the College.
10. Facilities and equipment will only be used for the purposes for which they have been designated.
11. Applications for use of facilities should be made on the appropriate form (see attached).
12. Charges, where applicable, must be paid in advance to Student Services.
13. Those booking College facilities will be responsible for any addition costs. This will include salary costs where the presence of a College employee is required as a condition of use. Note that this can sometimes be at overtime rates.
14. Applicants must accept responsibility for the conduct of participants and financial responsibility for any damages.
15. Rates for Use:
 - A. Non-profit organizations may use facilities free of charge. The College will recover only operating expenses, if any. This applies to registered non-profit societies or incorporated or unincorporated groups who do not receive money directly or indirectly as a result of activities conducted using college facilities. Examples include:
 1. Publicly funded organizations such as school districts, government departments and municipalities. Other eligible organizations include: scouts, cubs, girl guides, cadets, film clubs, historical societies, arts groups, sports organizations, etc.
 2. Non-income generating umbrella organizations such as Chambers of Commerce, labour councils, real estate associations, employers associations. The rationale for inclusion as non-profit is that even though individual members of these organizations may operate for profit or self-interest, the umbrella organizations tend to operate as communication mechanisms or unifying devices rather than for profit.
 3. Registered political parties provided fund raising is not one reason for the use.
 4. Northern Lights College Bargaining Units of the BC Government Employees' Union.
 - B. Fund raising rates are charged when the user receives donations, fees, etc. while using the facilities. These rates are approximately half the commercial rates in the local communities. They apply to:

Any non-commercial group, including those who normally would have access at no charge, i.e. a registered non-profit society or registered charity, but which will be charging tuition, admission fees, or soliciting contributions. Other groups who would qualify for the "non-commercial rate" would include any group that forwards the proceeds to a registered non-profit society or registered charity.

Registered political parties for fund raising activities.

- C. Commercial rates are intended to imply that it is not the College's intent to compete with the private sector. They thus are established to represent a fee approximately five percent higher than similar commercial facilities in each community. Since college facilities and commercial operations vary in each community, rates vary, and are periodically revised by the local campus administration. These apply to:

1. Any incorporated or unincorporated group which receives money either directly or indirectly from activities conducted using College facilities, the proceeds of which are not forwarded to a registered charity or registered non-profit society.
2. Employers or unions whose purposes are primarily aimed at improving the circumstances of their owners or membership.

Note: UNBC is a partner/tenant on Northern Lights College property. As such, it is exempt from this policy. Its tenancy is subject to a separately negotiated agreement.

- D. Rental rates for use of audio-visual equipment are established and periodically updated by the VP, Finance and Administration. The rates reflect the cost of maintenance and eventual replacement of the items. Due to a variety of reasons, costs across campuses may vary.