



Northern Lights
College

APPLICATION FOR FACILITY USE

Organization Requesting Use: _____

Applicant Person(s) Name: _____

Phone: _____

Event Contact Person(s) Name: _____

Phone: _____

Address: _____

Email: _____

Non-Profit ☐

Community ☐

Commercial ☐

Other ☐

Society/Non-Profit Reg # (if applicable): _____

Facility requested: _____

Campus Location: _____

Purpose: _____

Date(s) Required: _____ Day: _____ Time: _____ to _____

_____ Day: _____ Time: _____ to _____

Number of people attending: _____ Total Fees: _____ Fee Waiver Applied: ☐

Amount Owning: _____

****For Fees & Rates breakdown, see page 5***

Any Special Arrangements (additional costs may be incurred:

Applicant Signature and date:

Approved, subject to conditions noted below:

Request Approved by:

Unable to Accommodate Request ☐

Room #: _____

Ref #: _____

Booked: Yes ☐

No ☐

PLEASE NOTE: This form is a request for space at NLC. Your booking is not confirmed until the form has been signed by NLC and returned to you.

FACILITIES USE AGREEMENT made this ____ day of _____ between _____
(hereinafter called "User") and Northern Lights College (hereinafter called "the College").

USER DEFINITIONS: Individuals, organizations, associations, societies, or other groups resident in the community using the facility for any casual and/or informal community activities (e.g. sports tournaments.) (MUST read and sign).

Whereas the College has agreed to permit the User to use portions of buildings, as set out above (hereinafter called "Premises") on the terms and conditions set forth:

1. The User must maintain and keep the Premises in a good and proper condition and the College, or its agent can or will enter the Premises and view the condition thereof;
2. Following an accident or incident involving medical/first aid attention or loss or damage to NLC property the User must notify NLC at facilities@nlc.bc.ca within 48 hours;
3. The User will not do anything or permit anything to be done in or about the Premises that may be considered a nuisance, a contravention of this Agreement, a contravention of any law or an annoyance to the College or adjoining premises or properties;
4. The User will take the Premises as found in good repair and shall return the Premises at the end of the event in the same condition as at commencement. If the Premises is damaged by the User, its agents, guests, patrons or employees, the User shall pay upon demand the required sum to restore the Premises to the condition prior to the damage. The College will estimate costs of repair for the damage and the User will immediately, upon demand from the College pay the College the repair costs;
5. The User will return the Premises to the same condition in which they were prior to the event and bag and dispose of all perishable garbage into the garbage containers specified by the College. If the Premises require special cleaning after the User's use, the College shall have the right to bill cleaning costs to the User at the rate of \$50.00/hr;
6. The College shall have the right to eject any person or refuse to admit any person for any reason that in its discretion thinks fit;
7. The College shall have the right to allow the concurrent use of other areas of the Premises during the time of use by the User as long as such other use shall not unreasonably interfere with the use of the Premises, by the User;
8. The College shall not provide security coverage in connection with the User's use of the Premises unless agreed upon to do so. The college may require security coverage during the User's use of the Premises, in which case the User shall be responsible for the additional cost of the security coverage;
9. This facility use agreement is valid only for the User and dates and times listed above. The terms of this contract are non-transferrable;
10. The User shall indemnify and hold harmless the College and any of its officers, employees, servants, agents, contractors, and volunteers from any and all loss, liability, claims or expense arising out of the use and/or occupation of the property belonging to the College by the User and any of its officers, employees, servants, agents, contractors, and volunteers, except to the extent that such loss arises from the independent negligence of the College;

11. The User hereby agrees to waive all rights of subrogation or recourse against the College with respect to the use or occupation by the User described herein;
12. The User shall, without limiting its obligations or liabilities herein and in its own expense, provide and maintain the following insurances with insurers licensed in British Columbia and in forms and amounts acceptable to the (institution):

General liability insurance with a limit of not less than one million dollars (\$1,000,000.00) (or such other amount as the institution may choose), inclusive per occurrence for bodily injury and property damage including loss of use thereof. Such insurance shall extend to cover the (User group), it's officers, employees, servants, agents, contractors and volunteers and shall include the College, it's officers, employees, servants, agents, contractors and volunteers as additional insureds with respect to liability arising out of the use or occupation by the (User group) of the property belonging to the College.

13. The User shall provide the College with evidence of all required insurance prior to the effective date of the Agreement. Such evidence of insurance shall be in the form of a certificate of insurance. When requested by the College, the (User group) shall provide certified copies of required insurance policies;

NOTE: These certificates should be issued by the insurer or insurance broker of the User group and must contain the following information:

- Name of the insurance company and the binder or policy number
- Name and address of the insured (user group)
- Policy period (covering at least the period the agreement is in place)
- Description of coverage
- Policy limits
- Description of insured operations and location(s)
- Signature of authorized representative and date

14. The User will provide a copy of their Liquor Special Event Permit if alcohol is to be consumed on College property.
15. The User agrees to abide by the following College policies – A1.01 Alcohol Use on College Property, A1.05 Smoking and A-1.06 Parking and Traffic;
16. As per Northern Lights College Policy A1.04 Use of College Facilities and Equipment Non-Profit and Registered Charities are defined as follows:

Non-Profit Organization: associations, clubs, or societies that are not charities and are organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit.

Registered Charities: charitable organizations, public foundations, or private foundations that are created and reside in Canada. They must use their resources or charitable activities and have charitable purposes that fall into one or more of the following categories:

- the relief of poverty
- the advancement of education
- the advancement of religion

- other pursuits that benefit the community

Please note that local non-profit organizations or registered charities may request fee waivers for space rentals. Additional fees for set up, cleaning, or use of equipment or furniture may be charged. Final approval and determination of any fee waivers and charges will be the responsibility of the Campus Administrator.

Northern Lights College:

User:

Name: _____

Position: _____

Name: _____

Position: _____

		Regular Rates		Educational Institution		Non-Profit Rate	
Facility	Room	Fees<4 hrs	Fees>4 hrs	Fees<4 hrs	Fees>4 hrs	Fees<4 hrs	Fees>4 hrs
FCC/DC/Chet/FN	Cafeteria (seating area only)	\$131/use	\$131/use	\$98.25/use	\$98.25/use	\$65.5/use	\$65.5/use
Chet	Kitchen – Chetwynd (after hrs with room rental only)	\$26	\$26	\$26	\$26		
FCC-	Commercial Kitchen – FSJ	\$263/use		\$197.25/use		\$131.50/use	
DC	CCET common area	441	\$630	\$331	\$473	\$221	\$315
FCC/DC/Chet/FN	Classroom/Meeting Room	95	\$131	\$71	\$98	\$48	\$66
FCC/DC/Chet/FN	Computer Lab	263	\$378	\$197	\$284	\$132	\$189
DC	Gazebo – Dawson Creek	95	\$131	\$71	\$98	\$48	\$66
DC	Gym		\$131/use				
DC	Lecture Theatre – Room 116 (HSB)	441	\$630	\$331	\$473	\$221	\$315
FCC/DC/Chet/FN	Office	175/month		105/month only		105/month only	
FCC/DC/Chet/FN	Smart Class	115	\$158	\$86	\$119	\$58	\$79
DC/Chet/FN	VC Room (sits<12)	147	\$210	\$110	\$158	\$74	\$105
FCC/DC/Chet/FN	VC Room (sits>12)	294	\$420	\$221	\$315	\$147	\$210
FCC	Atrium – FSJ	441	\$630	\$331	\$473	\$221	\$315
FCC/DC/Chet/FN	Outdoor ground space	840/day		\$840/day		840/day	
FCC/DC/Chet/FN	Industrial Sites	840/day		\$840/day		840/day	

Items	Fees	
Draping – per panel, on site only (includes set up and take down)	\$15/panel	
Flipchart	\$15/pad	
Lockers – rental	\$10/semester	
Projector with screen	\$50 on campus only	
Projector/laptop	\$150 on campus only	
Screen (free standing)	\$10	
Sound System	\$75	
TV Cart – DC & FSJ	\$150 on campus only	
IT support person **	\$50/hr	
Janitorial person **	\$50/hr	
Security **	\$50/hr	
Set up/breakdown of room**	\$50/hr	
	Subtotal	
Fees Waived (Space Only) ** Request to Campus Admin		()
	Subtotal	
	GST @5%	
	Amount Owing	
	Enter this amount on front page (Total Fees)	

** Weekday charge – minimum 1 hour charge out. Evening (after 4:30) & Weekend charge minimum 3 hour charge out.