



College Policy & Procedures Manual	
Category	5 – Facilities
Policy #	5.2.1 Facilities Usage

## 5.2.1 Facilities Usage

### POLICY

College of the Rockies seeks to make effective use of its facilities in the support of the fulfillment of its mandate. In addition, the College may make its facilities available to organizations, groups and individuals from communities served by the College.

### PURPOSE

The purpose of this policy is to specify responsibilities and set out the general conditions regarding facility usage.

### SCOPE

This policy covers the use, by the College Community and by others, including organizations, groups and individuals from communities served by the College, of all indoor and outdoor spaces owned or controlled by the College, with the exception of spaces that by design or through current use have a singular use (e.g., offices, loading docks, storage areas, et cetera).

### DEFINITIONS

**College Community:** All employees, employee organizations, students, the Students' Association, the College Board and Board members.

**Facility:** Any indoor or outdoor space owned or controlled by the College.

### POLICY STATEMENTS

#### A. GENERAL GUIDELINES

##### A. 1 Responsibilities

- The Vice President Academic and Applied Research is ultimately responsible for decisions related to the use of College facilities. As per this policy, for some facilities, the Vice President has designated responsibility to various College employees.

- The Vice President Academic and Applied Research will designate a College employee who is responsible for overseeing the use and ongoing development of a system for requesting and assigning the use of facilities at the Cranbrook Campus, developing and making available related tools (e.g., forms, agreements, lists of rules and regulations, etc.), liaising with those with designated responsibility for various facilities, consulting with other College departments which may be impacted by or have interest in the intended use/user of a facility, referencing for users other related College policies, and obtaining payment from those who are charged fees for the use of facilities.

## **A. 2 Priorities in the Use of Facilities**

The use of facilities is prioritized as follows:

- First: The delivery of College programs and courses or programs and courses delivered at the College by or for one of the College's educational partners.
- Second: Other College-related activities.
- Third: Activities organized by others, including organizations, groups and individuals from communities served by the College.

## **A. 3 Respect**

Those using College facilities must respect others, diversity, and the space itself.

## **A. 4 Insurance**

Subject to provisions of this policy and to the provision of a certificate of insurance that names the College as an additional insured, others, including organizations, groups and individuals from communities served by the College may use College facilities with the exception of science labs, trades shops, health and human services labs, and the teaching kitchen.

## **A. 5 Fees and Fee Waivers**

Organizations, groups, and individuals from communities served by the College which book College facilities will be levied a fee based upon a fee schedule to be determined and made available by the Vice President Academic and Applied Research. The Vice President Academic and Applied Research or designate may waive fees if the user and the use of the facility comply with the following criteria:

- There must not be a financial or commercial benefit resulting from the use of the facility.
- There must not be a charge for the activity being held.
- The user must not be a commercial or political organization, group or individual.
- The user agrees to cover additional costs (e.g., after-hours use, security, janitorial services, IT support, et cetera) in accordance to the fee schedule to be determined and made available by the Vice President Academic and Applied Research.
- The event taking place in the facility is consistent with one of the following:
  - College is a partner in the event.
  - The event is of direct educational benefit to the College and/or its students or the College receives some other form direct benefit as a result of the event.
  - The use of the facility is governed by formal partnership agreement.
  - The request does not amount to a request for regular/ongoing use of a facility.

## **A. 6 Restrictions**

College facilities shall not be used for the following purposes:

- To proselytize (i.e., attempt to approach and impose upon or convert any individual to an opinion/mandate/belief/membership).
- To perpetuate stereotypes or demean any individual, group or organization.
- To advertise or sell tobacco or cannabis products.<sup>1</sup>
- To advertise, promote, operate, or sell programs or services that may be in conflict of interest with the College of the Rockies.
- To carry out an activity that exceeds the College's risk appetite.
- For external commercial profit-making activities unless the College is directly involved as a significant partner in the event.

## **A. 7 Political Events**

College Community-organized political events may take place in College facilities for the purpose of providing a forum to make information available to the public, students and staff as long as all political parties concerned are invited to participate.

## **A. 8 Sustainability**

Treading lightly on the planet is a fundamental value within Indigenous culture and a value that is important to the College. All users of College facilities must take steps to reduce consumption, reuse whenever possible, and recycle what cannot be reused.

## **A. 9 Personal Use**

Subject to provisions of this policy, College facilities, with the exception of science labs, trades shops, health and human services labs, and the teaching kitchen, may be used and at no cost by students and staff for non-profit, personal use (e.g. book clubs, scrapbooking, card games, etc.) as long as there is no additional setup or equipment required and the room setup is left in or returned to its original state.

## **B. GUIDELINES FOR THE USE OF YAQAKIꞤ ʔIT'QAWXAXAMKI ("PLACE WHERE PEOPLE GATHER")**

**B. 1** All requests for the use of yaqakiꞤ ʔit'qawxaxamki will be directed to the Executive Director Indigenous Strategy & Reconciliation or designate, who will establish processes and procedures for booking and using the facility and make these processes and procedures available to the College Community.

**B. 2** The purpose of yaqakiꞤ ʔit'qawxaxamki, which is a sacred space, is:

- To reflect the character, community and traditions of Indigenous cultures;
- For Indigenous and non-Indigenous students, employees and Indigenous knowledge holders to gather and learn from each other;
- For students and employees to gather to learn about Indigenous history, traditions, culture and goals, and issues important to Indigenous peoples;
- To provide a space for the members of the College Community and organizations, groups and individuals from communities served by the College to develop relationships and grow.

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<sup>1</sup> See Policy 4.8.9. Alcohol, Tobacco and Cannabis Use.

- B. 3** Subject to provisions of this policy, yaqakiꞤ Ꞥit'qawxaxamki, including indoor and outdoor areas, may be used by the College Community and organizations, groups and individuals from communities served by the College to celebrate Indigenous diversity and inclusiveness, and build bridges of understanding between Indigenous & non-Indigenous cultures. Specifically, the following activities will be permitted:
- Indigenous employee or Indigenous student-led functions, including studying, sharing, gathering, conducting ceremonies and facilitating learning functions;
  - College programs and courses or partnership endeavours that feature the inclusion of Indigenous perspectives and/or content;
  - College functions that increase understanding of Indigenous history, perspectives, culture and tradition; and
  - Indigenous community/nation functions that increase understanding of Indigenous culture and tradition, such as spiritual gatherings, strategy meetings, or staff retreats.
- B. 4** Users of yaqakiꞤ Ꞥit'qawxaxamki will be invited to acknowledge that the facility is located on the traditional territory of the Ktunaxa Nation.
- B. 5** Normally only use of the upstairs space and outdoor areas will be permitted. However, the Executive Director Indigenous Strategy & Reconciliation or designate may permit access to the downstairs space, including the kitchen, if the proposed use does not disrupt other College work in the downstairs space.
- B. 6** Indigenous organizations or groups may use yaqakiꞤ Ꞥit'qawxaxamki without paying fees. For all other external organizations, groups and individuals who are permitted to use yaqakiꞤ Ꞥit'qawxaxamki, the fee schedule established for the use of College facilities will apply.
- B. 7** Smudging can be accommodated in yaqakiꞤ Ꞥit'qawxaxamki subject to the agreement of the Executive Director Indigenous Strategy & Reconciliation or designate and the Director, Facilities or designate.

**C. GUIDELINES FOR THE USE OF THE TRACK AND FIELD AT THE CRANBROOK CAMPUS**

- C. 1** All requests for the use of the track and field at the Cranbrook Campus will be directed to the Manager, Student Life and Athletics or designate, who will establish processes and procedures for booking and using these facilities and make these processes and procedures available to the College Community.
- C. 2** While the Cranbrook Campus track and field are College facilities, the College appreciates that these are also important community facilities and, as such, will maintain agreements with School District No. 5 (the School District) and the City of Cranbrook (the City) related to the use and maintenance of the track and field. Furthermore, the College will meet as required with the School District and the City to review track and field operations.
- C. 3** In responding to requests for the use of the track and field by organizations, groups and individuals from communities served by the College, the School District will be given priority, followed by the City, followed by other requesters.

- C. 4 The Manager, Student Life and Athletics, in consultation with the Director, Facilities, will determine hours of operation of the Cranbrook Campus track and field, which will normally coincide with the College's regular hours of operations.
- C. 5 Subject to the terms of this policy, individuals may use the track and field at their own risk and at no cost at times when these facilities are not otherwise in use.

**D. GUIDELINES FOR THE USE OF THE GYMNASIUM AT THE CRANBROOK CAMPUS**

- D. 1 All requests for the use of the gymnasium at the Cranbrook Campus will be directed to the Manager, Student Life and Athletics or designate, who will establish processes and procedures for booking and using this facility and make these processes and procedures available to the College Community.
- D. 2 The College will require gymnasium users to adhere to rules and regulations related to the use of the gymnasium, which will be established, maintained and made available to the College Community by the Manager, Student Life and Athletics or designate.
- D. 3 In responding to College Community requests to use the gymnasium, priority will be given to the use of the gymnasium for the delivery of College programs, courses and classes. Beyond this priority, the Manager, Student Life and Athletics will seek to achieve a balance in scheduling College Community requests to use the gymnasium for Student Life activities, College athletic programs, open use by students and employees, and other internal requests (e.g., career fairs).
- D. 4 In responding to requests for the use of the gymnasium by organizations, groups and individuals from communities served by the College, the School District will be given priority, followed by the City, followed by other requesters.

**E. GUIDELINES FOR THE USE OF PARKING LOTS AT THE CRANBROOK CAMPUS**

- E. 1 All requests for the use of parking lots at the Cranbrook Campus (i.e., for purposes other than parking) will be directed to the Director, Facilities or designate, who will establish processes and procedures for booking and using this facility and make these processes and procedures available to the College Community.

**F. GUIDELINES FOR THE USE OF THE CAFETERIA AT THE CRANBROOK CAMPUS**

- F. 1 During hours when the cafeteria is in operation, up to 20 percent seating capacity of the cafeteria may be reserved. When the cafeteria is closed, the entire seating area may be reserved.
- F. 2 The food preparation and service area of the cafeteria is not available for use unless agreed to by the food services contractor and the Vice President Academic and Applied Research.

## **G. CLASS ACT DINING ROOM**

**G. 1** All requests for the use of the Class Act Dining Room will be directed to the the Coordinator of the College's Professional Cook Training Program or designate, who will establish processes and procedures for booking and using this facility and make these processes and procedures available to the College Community.

## **H. GUIDELINES FOR THE USE OF BOARDROOMS AND CONFERENCE ROOMS**

**H. 1** Boardrooms and conference rooms will be reserved as places for meetings of the College Board, College employees and employee organizations.<sup>2</sup> The Vice President Academic and Applied Research may approve other requests for the use of boardrooms and conference rooms when the request is deemed by the Vice President to be appropriate and if other suitable facilities are not available.

## **I. GUIDELINES FOR THE USE OF FACILITIES OTHER THAN THOSE AT THE CRANBROOK CAMPUS**

**I. 1** All requests for the use of facilities at a campus other than the Cranbrook Campus will be directed to the relevant Campus Manager or designate, who will establish processes and procedures for booking and using campus facilities and make these processes and procedures available to the College Community.

## **RESPONSIBILITY**

The Vice President Academic and Applied Research is responsible for the administration of this policy.

## **RELATED POLICIES, AGREEMENTS AND RESOURCES**

[1.2.1 Illegal Alcohol or Drug Use on College Property](#)

[2.4.10 Guidelines for Visitors in the Learning Setting](#)

[4.8.9 Alcohol, Tobacco and Cannabis Use](#)

[5.1.4 College Property Personal Use by College Employees](#)

[5.1.5 College Resources](#)

[5.2.4 Tobacco / Smoke Free Environment](#)

[5.2.8 Alcohol Serving](#)

[5.2.9 Animals](#)

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<sup>2</sup> Subject to expressed provisions in collective agreements.