

FEE WAIVERS

The College may consider waiving room bookings fees if the facilities request for the event meets the following criteria:

1. The Facilities Use must meet College policy and procedure requirements, in particular:
 - a. There must not be a financial or commercial benefit to any organization, group or individual.
 - b. There must not be a charge for the activity being held.
 - c. Fee waivers are not available to commercial or political organizations, groups or individuals.
 - d. The organization, group, individual shall operate within regular COTR operating hours and shall be responsible for any additional expenses re janitorial, security, IT/Facilities setup.
 - e. A booking form must be completed/signed and required Certificates of Insurance on COTR file prior to the event.
2. The organization/group must be registered with the Revenue Canada Agency as a 'Charitable Organization', and must provide COTR with its current registered charities number. Charitable Organizations not providing 24-hour advance cancellation of their booking will be charged full rate as per the College's booking form.
3. The College is a direct partner in the activity, e.g.:
 - a. Public Library free travelogues – held at COTR; advertised as offered by COTR and the Library.
 - b. Other BC Gov. Colleges and Institutes wherein a direct COTR benefit is established in writing (e.g., working on joint future program/course offerings; transferring or laddering into COTR courses/programs; COTR FTE count or percentage of tuition, etc.).
 - c. Formal partnership agreements exist indicating joint use, program offerings and benefits: (IHA, School District No. 5, 6 and 8 and City of Cranbrook).
4. The activity is of direct educational benefit to the College and/or its students, e.g.:
 - a. Rotary/SD student exchange program (also covered through SD/COTR agreement.
 - b. Job fair or job recruitment session (approval to include consideration by the Executive Director of Human Resources & College Relations as part of recruitment function); event that provides employment information to students; organizations enhance COTR course/programs and employment opportunities in specific fields.
 - c. Interior Health guest speaker for its staff (COTR health employees invited to attend).
5. Other than occasional bookings will require a formal written user agreement developed and/or reviewed by the Risk Management Liaison prior to official signing.
6. Fees will not be refunded where a booking is interrupted by evacuation (e.g. by an emergency alarm)
Evening interruption: booking use will resume upon re-entry into the Building. The Vice President Education may consider extending the length of the booking for a period equivalent to the evacuation time.
Day interruption: booking use will resume upon re-entry into the building (and may relocated where necessary, e.g., where time extension would result in an overlap in room use). In the event of an interrupted externally paid exam booking and the exam is not allowed to resume, the organization may reschedule booking for that exam only, at no charge.

Facilities use is on an 'as is' basis. Any changes to the existing facility equipment or furniture arrangements including the gymnasium must be requested and approved at the time of booking. The User Group must return furnishings, relocated for a class or event, to the original setup. Conversion to other uses that require the floor to be covered (and uncovered after the event), setting up staging, chairs, tables, etc., will be charged to the user. The Manager of Facilities will determine the number of man-hours required for each event.