(1) **Definitions:**

*Facilities:* The college’s buildings and parking lots that are owned or leased.

*Space Resources:* All space in buildings owned or leased by the college.

*College Groups:* All departments and offices of the college and recognized college organizations and registered student groups.

*Non-college groups:* Any group not otherwise defined.

*College sponsored events:* A special event where a college group, as defined above, is the sole sponsor and the college assumes full responsibility for the planning and execution of the event. As a general guideline college group events are said to be those for which a college department(s) bears a substantial portion of the cost and the event has specific educational implications beneficial to the college.

*Co-sponsored events:* A special event where sponsorship and responsibility for the event is shared between the college and a non-college group. The college group must be the primary sponsor of the event and must actively participate in the planning for the event and a pre-determined representative(s) of the college must be present.

*Non-college sponsored events:* A special event where a non-college group is the sole sponsor and they assume full responsibility for the planning and execution of the event.

(2) The college’s central scheduling office, or its designee:

(a) Establishes, directs, communicates and oversees a process for the assignment of space resources.

(b) Provides accurate reporting of space use to governmental agencies and others who request such information.

(c) Establishes and implements fee structures and terms and conditions for leasing the college’s space resources.
Fees shall include costs associated with security, set-up, clean up, technology needs, and other expenses associated with holding a meeting or event.

(d) Oversees all other administrative activities relative to the use of the college’s space resources.

(3). Priorities. The college’s space resources will be scheduled in accordance with the following priorities:

(a) All credit and non-credit classes, curricular and co-curricular activities, and other college-sponsored activities.

(b) Special events and co-sponsored events scheduled by college groups.

(c) Special events sponsored by non-college groups as defined above.

(4) Room rental for non-college and co-sponsored events. Rentals shall be pursuant to a formal agreement between the college and the group. Such agreement shall establish the responsibilities of the institution and the group, including detailed financial obligations to the institution.

(5) For co-sponsored events, it is the responsibility of the sponsoring college department/organization to:

(a) ensure that the outside individual or organization adheres to all college policies and guidelines; and,

(b) ensure that all publicity and advertising include the name of the sponsoring college/department.

(6) The Senior Vice-President for Business and Administrative Services or his/her designee shall be responsible for the assignment of parking facilities for students, employees and visitors.
(7) Approval for use of the college’s facilities may be revoked and/or further use denied by the college under the following circumstances:

(a) In the event of an emergency;
(b) Use interferes with regular use by the college;
(c) Facilities are misused;
(d) A user of space resources fails to abide by the terms and conditions for use of the space, and/or;
(e) College regulations are violated.