

Approval Authority: President's Office

Last Approved: March 23, 2021

Administrative Responsibility: Chief Financial Officer

Next Review: 2024-2025

POLICY

The Nicola Valley Institute of Technology believes that it should be a major community centre for academic, social, and cultural activities. In support of this belief, NVIT supports the community by permitting the use of NVIT facilities by non-profit groups, and with a nominal fee, by other community groups, subject to priority given to NVIT.

PROCEDURES

Space is a college wide resource. All space will be centrally allocated to best serve the changing needs of NVIT. All NVIT space allocation is the responsibility of the Manager of Facilities.

Any requests for special facilities, equipment, or materials must be made at time of booking. NVIT employees in attendance during time of the booking cannot give permission for any of the above.

Users are to report any irregularities or damages to the Manager of Facilities. NVIT encourages and supports the use of Facilities by student groups on a rent-free basis, depending on availability.

Space allocation is on a first come, first served basis IF the institutions instructional programs and administrative services do not require the use of them. Priority for booking, when there are competing demands for the same space, will be:

- (a) NVIT courses, programs, and services for which space has been requested prior to the beginning of the semester.
- (b) NVIT courses, programs, and services for which space is requested during the semester.
- (c) Community groups.
- (d) Commercial rentals.

NVIT will normally not allow outside users access to science or computer labs. The science labs have specialized facilities and equipment as well as potential safety issues. The computer labs also have specialized facilities and equipment and present concerns with software licensing and maintaining network/systems integrity. We do not wish to jeopardize the delivery of our own courses that require the use of such facilities/equipment by making them available to others.

The Nicola Valley Institute of Technology reserves the right to:

- (a) Refuse any request;

- (b) Restrict access to particular locations;
- (c) Cancel or postpone a booking under emergency circumstances;
- (d) Establish minimum and maximum occupancy; and
- (e) Add to or alter regulations as required.

Fees-Classroom/Meeting rooms

A rental fee shall be charged and collected, payable to the Institute, unless waived by approval of the President or Associate Vice President, Finance & Administration. The fees are as follows:

- (a) All non-profit groups - no rental fee unless the meeting extends over 4 hours in duration, at which time they will be billed at a rate of \$25.00 for all hours used, to a maximum of \$125.00 in any one day;
- (b) Other approved community groups - \$25.00 per hour to a maximum of \$125.00 in any one day;
- (c) All groups will be charged for any costs incurred by the institution, e.g. security.
- (d) The rental fees shown above are applicable to use of facilities for single-use occasions, multiple use will not normally be approved.

Fees-Lecture Theatre

A rental fee shall be charged and collected, payable to NVIT, unless waived by approval of the President or Associate Vice President, Finance & Administration. The fees are as follows:

- (a) \$50.00 per hour used, to a maximum of \$300.00 in any one day;
- (b) All groups will be charged for any costs incurred by the institution, e.g. security

Institution Sponsored Events

Events or activities planned by NVIT faculty, staff or students also need to be booked in advance in order for the activity to be recorded and for security to be provided (if available). The following guidelines apply:

- A minimum of one week's notice is required for events that fall outside of the regular campus security schedule
- If set up and tear down is required it must not interfere with usual operations (e.g. Library Services)
There must be a designated sponsor/organizer who assumes responsibility and liability for the event
- Clean up is the responsibility of the sponsor/organizer-access to cleaning supplies must be considered when booking and planning the event
- The paragraph below applies if food or beverages will be consumed-if the event is outside of the normal operating hours of the campus food services contractor other food providers may be used
- NVIT discourages the use of open flames (candles) for events
- Failure to properly book may result in an event being unable to proceed.

Food and Beverages

When food and beverages are going to be required for groups renting NVIT facilities, they should be arranged with the Campus Food Services. In addition the following rules apply:

- (a) Alcohol is not permitted on the NVIT campus.
- (b) Food and beverages will not be consumed in either the library or any laboratories.
- (c) It is the responsibility of the group hosting or sponsoring the event to pay for any required clean-up.

The following regulations apply to all user groups:

- (a) All facility booking requests shall be in writing to the Manager of Facilities who may request that a facilities use agreement be signed by the user.
- (b) All facilities are available on an "AS IS" basis.
- (c) NVIT will not accept responsibility for equipment, furniture, supplies or private property of any description used or left in the building. Such materials are left at the owner's risk and may only be left with approval of the Manager of Facilities.
- (d) Property and accident insurances are the responsibility of each group/person using NVIT property or facilities.
- (e) Users are subject to all policies, rules, regulations and procedures that normally apply within NVIT.
- (f) NVIT reserves the right to cancel, interrupt, or to revise any bookings without notice, and without payment of compensation. Notice will be given wherever possible.
- (g) NVIT reserves the right to require a damage deposit, the amount of which will be based on the space and equipment designated for use. Users will bear the full cost of:
 - (a) repairing any damage to NVIT property;
 - (b) replacing any NVIT property lost or stolen.
- (h) The presence of NVIT employee(s) may be required as a condition of use. Persons involved must follow all reasonable requests and directions given by NVIT employee(s).
- (i) User groups may be charged costs resulting from the required presence of NVIT employee(s).
- (j) In the case of cancellation resulting in "out of pocket" costs to NVIT, such costs must be paid by the canceling group/person.
- (k) NVIT may request that the user pay rental and other charges in advance. Payment is to be made directly to Finance.
- (l) The use of NVIT facilities does not imply endorsement of any activity by NVIT. Wrongly implied endorsement of an activity may result in cancellation of present and future use of NVIT facilities.
- (m) NVIT facilities shall not be used for purposes that directly or indirectly contravene the institute's mission and values, provisions of any statute, regulation, by-law, enactment, or otherwise, of Canada, the Province of British Columbia, or the City of Merritt.
- (n) The rental of NVIT facilities and equipment is subject to the following:
 - 1. shall only be used for the activities for which they have been designated.
 - 2. shall not cause interference with the orderly functioning of the college.

3. shall not promote hatred or discrimination.
 4. does not advertise, promote or operate programs or services that are in competition with NVIT programs or services.
- (o) NVIT shall not be liable for any loss, injury, or damage to users of the facilities, nor shall the NVIT be liable for any loss, injury, or damage caused by acts of omission of users of the facilities. The user shall, at all times, indemnify NVIT against all actions, claims, demands, liabilities, and damages whatsoever which may in any manner be imposed on or incurred by NVIT as a consequence of or arising out of the use of the facilities by the user, its officers, employees, or agents.

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