
Facilities Usage

Policy Number:	2607
Key Process Area:	Facilities & Ancillary Services
Owner:	VP FA
Current Approved Date:	June 24, 2020

POLICY STATEMENT

New Brunswick Community College (NBCC) recognizes the importance of providing its facilities to community groups and individuals due to the value it offers in being a part of that community. NBCC will, where possible and within reason, provide facilities space for various groups or individuals, provided the space is not being used to offer for profit education or training in direct competition with NBCC offerings.

PURPOSE

The purpose of this policy is to provide guidance for requests for use of NBCC facilities outside of regular NBCC classroom training. The process begins with the receipt of a facility request and ends with the decision to approve or deny its use.

SCOPE AND LIMITATIONS

This policy applies to NBCC staff involved in granting access to and supervising the use of NBCC facilities.

1.0 DEFINITIONS

Stakeholders

- prospective students and their influencers, current students, alumni, staff, faculty, the Board of Governors, government, donors, business and industry partners, other customers, and the general public.

2.0 IMPLEMENTATION

2.1 Approval

Applications to use NBCC facilities for functions lying outside of regular NBCC business operations are reviewed by the applicable Regional Operations Manager, who approves or denies the request with input as required from other staff. At no time is a third party trainer to be granted permission to supply training that directly competes with any NBCC offering.

2.2 Requesting Groups

NBCC has identified and prioritized nine groups that may request access to/use of NBCC facilities:

- a) Students
- b) Staff
- c) Student Representative Council
- d) Non Profit

- e) For Profit - not in competition with NBCC
- f) Government*
- g) Political parties*
- h) Other Post-Secondary Educational Institutions - not in competition with NBCC
- i) Stakeholders (including unions directly associated with NBCC employees)

Organizations not identified in the above list may be granted facility use at the discretion of Senior Executive Team.

*Regional Operations Manager, should consult with the President's office, or Community and Government Relations Advisor before granting access.

2.3 Required Information

Upon receipt of a facility access/use request, the Regional Operations Manager is responsible to acquire information on who the request is for; its timeline; event details; and requirements. The following information is obtained:

- a) Has the individual or group previously used NBCC facilities? If NBCC facilities were previously used, did any resulting health, safety or other issues arise from that use?
- b) Will the event pose a health, safety, public perception/relations or other risk? If yes to either conditions a or b, access will not be given.
- c) Is the desired space and/or equipment available during the requested time?
- d) Is there an existing relationship/partnership with NBCC? If yes, does the relationship provide special circumstances to the user (e.g. no charge for facility use)?
- e) Is the event a for-profit venture?
- f) Will alcohol be served?
- g) Does the individual or group have proof of insurance? Refer to Facility Rental Agreement 2607.5402 for further details.
- h) Is the event related to an election or other political activity?
 - i. In all cases when a request is made around political activity, the President and CEO's Office and Government and Community Relations Advisor must be consulted prior to approving the request.
 - ii. NBCC ensures that the application of this policy is not seen as endorsing or supporting one party or another.
 - iii. If a request is received to use NBCC facilities as polling stations for an election, or used for a political gathering (e.g. party Annual General Meeting), the same processes are followed as any other request for access.
 - iv. If the request is for access for an announcement of a government initiative directly impacting the college, access should be granted and NBCC will be represented by a designated spokesperson.
 - v. If the request is for access for an announcement of a government initiative not directly impacting the college, access should be granted when possible, but the campus acts as a venue only.

Any document appearing in paper form is uncontrolled and must be compared to the electronic version.

- vi. If the request is for access for campaigning activities, access should be granted when possible as long as the event does not interfere with regular operations, and all political parties must be afforded the same opportunities.

2.4 Decision

Once the information listed above is obtained, the decision to provide/not provide access is made.

If access is approved, the user signs the NBCC Facility Rental Agreement form and any incremental costs associated to the usage are charged to the user in most cases. The Regional Operations Manager or designate will invoice the user for the recovery of appropriate incremental costs in accordance with NBCC Facility/Equipment Rental Fee Schedule except in extraordinary circumstances. Where such are waived, the Regional Operations Manager should document those circumstances for inclusion with the booking information.

In instances where a regional group is looking to have access to multiple campus facilities and/or equipment, the respective Regional Operations Managers must communicate and apply the same processes/standards to the request.

3.0 OTHER RELATED DOCUMENTS

Facility / Equipment Rental Fee Schedule (2607.5119)
Request for Certificate of Insurance Activity (2607.5125)
Facility Rental Agreement (2607.5402)
Incident Report Form (2112.5001)
Employee Code of Conduct (4129)
User Group Liability Application Form (2607.5202)