

**SIR SANDFORD FLEMING COLLEGE  
POLICY MANUAL**

POLICY NO. 4-402	APPROVED BY: BOARD OF GOVERNORS
PAGE NO. 1 OF 1	SUPERCEDES:
DATE APPROVED: March 8, 1995	
<b>SUBJECT: COMMUNITY USE OF COLLEGE FACILITIES</b>	

The College recognizes it has an obligation to promote the use of its facilities by individuals and groups in the community. Facilities which have been provided to the College for educational purposes are not to be used for activities which cause unfair competition to private enterprise or other agencies offering equivalent facilities or services.

Procedures and rates for community use of the College's facilities will be reviewed and revised, where necessary, and shall ensure:

- that College educational programs have priority over any other potential user of College facilities
- rental and service rates adequately cover all additional expenses incurred and will generally be in line with rates charged by other educational institutions
- that the College property is protected through the use of a rental agreement form stipulating conditions for use of College facilities
- positions with authority to book facilities and waive or reduce rates are identified

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**PROCEDURE: COMMUNITY USE OF COLLEGE FACILITIES 4-402**

**Reviewed February 2006**

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The following procedures apply to community use of all College facilities. The Director of Facilities or their designate, are responsible for the administration of this procedure.

## **1.0 GENERAL**

1.1 The College reserves the right to refuse to rent facilities.

1.2 Every applicant for use of College facilities will submit a signed Rental Agreement form and receive approval from the Director of Finance or their designate.

1.2a The positions listed in 1.2 specifically have the right to waive fees for registered charitable organizations. The number of times fees waived should be limited. If there are identifiable, incremental costs involved, the charitable organization should be charged for these (for example, cleaning up after a Christmas party).

1.3 Use of the College's facilities shall be restricted to those parts of the College designated by the approved application.

1.4 Facilities will not be rented to outside groups who hold events advertised to the general public. Exceptions will be vetted through Director, College Facilities or their designate.

1.5 College facilities may not be used for the purposes of gambling.

1.6 Absolutely no liquor shall be allowed in the College buildings or on the College grounds except through the Liquor License held by the College, or by special permit agreed to by the College.

1.7 Non-College equipment will be stored only if space can be made available without interfering with the regular operation of the College. The College assumes no liability for such equipment.

1.8 Under no circumstances are College kitchens available for use by outside organizations. Any applicant requiring catering should discuss such requirements with the College caterer.

1.9 User organizations are to provide adequate supervision for the activity. A contact person must be in attendance.

1.10 For use of College audio visual equipment, a separate and direct application to the Audio Visual Department is required.

1.11 Parties renting the facilities are urged to purchase liability insurance coverage for the protection of the organization and its members.

1.12 For use of the College computer facilities, a separate and direct application to the Academic Computing Centre is required.

1.13 **Political Activity on Campus** - There is to be no campaigning on the campus. During the period between calling an election and the election day any activity by candidates or party representatives would be considered campaigning. We do permit candidates and their supporters to be at the entrance of our buildings, handing out materials etc. We also encourage all candidates forums in partnership with our student associations. All candidates who are on the ballot are to be invited to these forums. Any requests by candidates or their representatives are to be referred to the Vice President of Finance & Facilities or the campus leader.

The provincial government has specific guidelines for acceptable and unacceptable activities for Crown agency employees during a federal election. They can be found on these pages: [Election1](#) [Election2](#)

## **2.0 FEES**

2.1 Rental rates for use of College facilities are defined in Appendix "A", parking lots, tennis courts and fieldhouse, for which there are specific rates.

2.2 Specific security or cleaning may be required at the discretion of the College. Costs for these services shall be added to the above, and charged according to the support staff agreement.

2.3 Payment for use of College facilities will be sent immediately following booking of the event. Cheques to be made payable to Sir Sandford Fleming College and sent to the attention of the Finance Department.

2.4 Tipping, or the payment of gratuities to College staff is not permitted.

2.5 An applicant shall assume the responsibility of reimbursing the College for the cost of any damage, loss or breakage to the building or equipment resulting from use of the facilities.

2.6 Parties renting the facilities must accept responsibility for complying with the terms of the Excise Tax Act and payment of tax, if any.

## **3.0 PROMOTION**

3.1 Any promotion of events or activities planned for College facilities should be discussed and approved by the College at the time of booking.

This policy excludes College Associated Groups at its discretion. Examples of which are listed below:

Advisory Committees  
Agroforestry  
Canadian Aggregate  
Canadore College  
College Alumni Committee  
Community Choir  
Concert Foundation  
Courses Offered by Community Education  
E.P.Y.C. Center  
Ministry of Agriculture and Food  
Ministry of Natural Resources  
Ontario Water Well Association  
Rotary Water Well Drilling  
SAC  
Student Affairs  
Cathrae Lecture Series  
Stinson Memorial Series  
Royal Conservatory of Music

#### **4.0 AUTHORITY**

It is the responsibility of the Vice President, Finance and Administration to ensure that these procedures are properly enforced and to negotiate any alterations to them as required.

He/she draws the authority for this from the Board Policy on "Community Use of College Facilities", 4-402 dated March 8, 1995.

**APPENDIX "A"**  
**2006**

**Reviewed February 1,**

**1.0 RENTAL RATES FOR FACILITIES**

Classroom (includes overhead & screen)	1 - 5 hours	\$50.00
	5 - 8 hours	100.00
Sloping Classroom, Frost 184,188	1 - 5 hours	75.00
	5 - 8 hours	150.00
Boardroom - Large - Brealey 515 & 5920		75.00
Frost (Same as Brealey)		
Foyer - Brealey and Frost		50.00
* Lecture Theatre - Brealey 519 (capacity 220)		150.00
- Brealey 374 (capacity 155)		150.00
- Brealey 3700 (capacity 150)		150.00
- Frost (capacity 223)		150.00
- Frost (capacity 156)		150.00
*Cafeteria -Brealey		350.00
*Cafeteria/Lounge - Frost		180.00

NOTE: The above prices also recover the following costs:

Security \$12.00 per man hour  
Cleaning & Set up \$20.00 per man hour - time and one-half for Saturday  
and Sunday and a minimum time for weekend and holidays of four hours.

\* A \$50.00 non-refundable deposit of the total fee above is required at the time of booking. Cancellation must be in writing and received by the College prior to the rental date, otherwise the full fee is due.

**2.0 RENTAL RATE FOR AUDIO VISUAL EQUIPMENT AND SERVICES**

<u>Equipment Item</u>	<u>Price Per</u>
<u>Day</u>	
VCR with 20 inch Colour Television	<b>FROST ONLY</b>
25.00	\$
VCR only	
10.00	
Data/Video Projector	<b>FROST ONLY</b>
60.00	
16mm Movie Projector	
30.00	
Opaque Projector	
25.00	
35mm Slide Projector (with remote control and spare lamp)	
20.00	
Dissolve Unit (2-35mm Slide Projectors and spare lamps)	<b>FROST ONLY</b>
60.00	
Overhead Projector--regular intensity (with spare lamp)	
10.00	
Overhead Projector—high intensity (with spare lamp)	
15.00	
Projection Screen—72 X 72 inches	
5.00	
Projection Screen—96 X 96 inches	
15.00	
Audio Boom Box (cassette player and CD player)	
10.00	
Cassette Tape Recorder/Player	
5.00	
Flipchart (without paper)	
5.00	
Video Camcorder (VHS-C format with charged battery)	
50.00	

**Service**  
**Charge**

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Technical Support for Events in Lecture Halls  
hour

\$50.00 per

Any damage incurred to the equipment while on loan and deemed as the responsibility of the borrower will be charged to the borrower in addition to the regular rental rate.

**3.0 RENTAL RATES FOR COMPUTER & LABORATORY FACILITIES**

From time to time the College receives requests to rent a laboratory or computer facility at hourly rates.

While it shall not be encouraged, these requests will be dealt with on a case by case basis.

The rental rate will incorporate the rates outlined on Appendix "A" and an allowance for depreciation, supplies, utilities, janitorial services, maintenance and management.