

Policy Title:	Community Use of College Facilities
Policy ID:	4-402
Manual Classification:	Finance and Facilities
Approved by Board of Governors (BoG):	May 28, 2025
Effective Date:	June 1, 2025
Next Policy Review Date:	June 1, 2028
Contacts for Policy Interpretation:	Director, College Services

1.0 - Policy Overview

This Policy and its associated Procedure set out the guidelines for the community use of College grounds and facilities.

2.0 - Purpose

The College seeks to be an active partner in the community, and to promote the use of its facilities by individuals and external groups.

Fleming College facilities, in accordance with the mission and strategic plan of the College, are available for the rental and use of Community Groups.

3.0 - Definitions and Acronyms

Agent: Lead contact at the College or assigned designate.

College Community: Any person who studies, teaches, conducts research at or works at, or under, the auspices of the College and includes without limitation, employees or contractors; appointees (including volunteer board members); students; visitors; and any other person while they are acting on behalf of, or at the request of the College.

College Facility: Any property, space, or equipment currently owned, operated, managed, or maintained by Fleming College.

Community Group/Organization: Any person or persons wishing to utilize College Facilities in any manner that is outside of the scope of the regular operations of the College.

Permit: The agreed upon contract between the College and the Community Group or Organization wishing to access College Facilities.

4.0 - Scope

This policy applies to all members of the College Community and the use of all College properties.

The Director of College Services and the Facilities Service Support department are responsible for overseeing the issuance of permits in the form of contracts and rental agreements.

5.0 – General Principles

Educational programs have priority over any other potential use of College facilities. No facilities that are required for educational programs will be made available for use or rental. The needs of educational programs will be reviewed on a regular basis.

The cost of renting facilities is to remain consistent with similar facilities within the municipalities of College campuses. Rates as laid out in the procedure are to be reviewed on an annual basis.

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.

5.1 Use of Space Agreements

College Agents are designated as the lead contact to manage an agreement for the use of space. It is the responsibility of the Agent that:

- College property is protected through the use of a rental agreement stipulating conditions for uses of College Facilities
- The community user possess adequate insurance coverage as detailed in OP 4-402
- The use of College facilities is appropriate and follows all policies, legislation or other requirements and involves no prohibited activities as laid out in OP 4-402

Fleming College reserves the right to decline to issue or cancel any Permit if, at the discretion of the policy Director or their Designate, it is determined that:

- The issuance or continuance of a Permit would disrupt or diminish any core operations of the College
- The issuance or continuance of a Permit would demean, diminish, or impugn the reputation, interests or stated mission and values of the College
- The issuance or continuance of a Permit would violate any of the appropriate Fleming College Policies or Procedures and/or any statutory or legislative obligations the College upholds
- The requestor has previously violated agreements or College policies when using College facilities

6.0 - Related Documents

- OP#4-402: Community Use of College Facilities (Pending Approval)

History of Amendments/Reviews

Date Approved	Approved By	List of Approved Amendments / Review
February 2006	Board of Governors	NEW
May 28, 2025	Board of Governors	Updated to new template, updating language, other revisions.