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## **POLICY**

Aurora College allows third parties to use College property, subject to terms and conditions specified by the College.

## **PRINCIPLES**

1. Aurora College can support community activities by allowing third parties to use its property.
2. The College's operational requirements have priority over other uses of College property.
3. The use of College property by third parties should not interfere with private enterprise in the community.

## **SCOPE**

This policy applies to College property, except as noted.

This policy does not apply to:

- College-owned or leased cars, vans, light trucks, or snowmobiles;
- heavy equipment;
- instructional equipment; and
- College or researchers' use of Aurora Research Institute facilities and resources.

## **DEFINITIONS**

**Third party:** A community group, non-profit organization, government department or agency, private business or any person who is not a registered student or College official (including Board of Governors members, administrators, instructors, non-academic staff members, volunteers, and contractors).

### **1.0 FEES**

- 1.1 The President and the appropriate vice president, in consultation with the Director of Finance/CFO, or their designees, will establish fees for the use of College property under their respective authorities.
- 1.2 Fees may include, but are not limited to the following:
  - space / room rental
  - room set up / take down
  - custodial services
  - equipment – audio / visual and other
  - maintenance
  - transportation
  - monitoring / computer support services
- 1.3 Fees will be consistent with current local and regional market rates.
- 1.4 A schedule of the fees will be available from the Office of the Director of Finance/CFO.

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- 1.5 Fees may be waived or treated as an in kind contribution, at the discretion of the Director of Finance/CFO or a designee as specified in procedures, for non-profit organizations and community groups.
- 1.6 The College may charge a deposit fee.
- 1.7 The user will be liable for the cost of replacement or repairs in the event of loss or damage to College property.
- 2.0 GENERAL**
- 2.1 Requests to use College property will be made in writing using the User Request Form and submitted to the appropriate College authority, as specified on the form.
- 2.2 Third party users will be required to provide proof of commercial general liability insurance. Community groups and non-profit organizations may be granted an exemption at the discretion of the Director of Finance/CFO or a designee.
- 2.3 The contract will be signed by both parties and the damage deposit, if applicable, received by the College prior to the use of the College property taking place.
- 2.4 The Director of Finance/CFO or a designee will sign the contract on behalf of the College.
- 2.4 Users of College property will adhere to municipal, territorial, and federal bylaws, acts, regulations, and policies while using College property.
- 2.5 The College may deny requests for use of its property. Reasons for denying requests include, but are not limited to, the requester owes the College money; the requester breached the terms of a previous agreement with the College; or commercial facilities are available in the community.



**SUPPORTING PROCEDURES, FORMS, AND RULES**

The Director of Finance/CFO (or designee) is responsible for managing the supporting procedures, forms, and rules for this policy.

**RELATED POLICIES**

- C.11 Community Projects
- D.08 Student Use of Unsupervised Classroom Areas
- H.01 Rental of Heavy Equipment
- H.02 Use of Instructional Equipment
- H.03 Use of College Property by Staff
- H.05 College Use of Aurora Research Institute Resources
- H.06 Researchers' Use of Aurora Research Institute Resources

**RELATED AURORA COLLEGE BYLAWS**

There are no related Aurora College bylaws.

**FACT SHEET****DATES:**

1986-08	New policy issued.
1997-01	Policy revised. Policy and Program Committee Motion PP#12-1997. Board of Governors Motion BG#41-1997. Implemented July 1, 1997.
2003-12	Policy revised. Policy and Program Committee Motion PP#81-2003. Board of Governors Motion BG#204-2003. Implemented December 2003.
2011-04-07	New format approved and implemented. Board of Governors Motion BG#14-2011.
2017-07-01	Policy revised. Approved by Public Administrator Ref.#Admin-08-2017 Implemented July 1, 2017