

PARENT BYLAW: There is no parent bylaw.

PARENT POLICY: H.04 Use of College Property by Third Parties

The following procedures are established to meet the requirements for implementing Aurora College policy H.04 *Use of College Property by Third Parties*.

1 SCOPE

- 1.1 This procedure describes how Aurora College administers use of College property by third parties.
- 1.2 Use of Aurora Research Institute property by third parties is not within the scope of this procedure.

2 INTERNAL PROCEDURE FOR ROOM RENTALS

- 2.1 The User submits a User Request Form to the director of the campus (the Director) or the Regional Program Head responsible for the Community Learning Centre (CLC).
- 2.2 The Director, Regional Program Head, or their delegate determines:
 - room availability; and
 - agreement type, based on information provided on the User Request Form, see below - Section 3 Determining User Group.
- 2.3 The User submits applicable forms as per User Group requirement, see below, Section 3 Determining User Group.
- 2.4 The Director or Regional Program Head will sign the User Request form, approving or denying the request, subject to room availability and submission of applicable forms.
- 2.5 Requests that involve a fee waiver or in kind donation will then be forwarded to the Director of Finance/CFO cc Finance and Admin Clerk for approval.
- 2.6 The Director, Regional Program Head, or Finance and Admin Clerk will send the signed User Request Form to the appropriate Executive Assistant (EA) to draw up the Contract.
- 2.7 The EA to the Vice President, Student Affairs will draw up the Contract for campus rentals. The EA to the Vice President, Community and Extensions will draw up the Contract for CLC rentals.
- 2.8 The rates entered will be based on the approved Rental Fee Schedule posted in SharePoint.

- 2.9 The appropriate EA will arrange for the User to sign the Contract and give him or her a facility-specific Information Sheet.
- 2.10 After the User signs the Contract, the EA will send the Contract to the Finance and Admin Clerk for the Director of Finance/CFO signing.
- 2.11 The Finance and Admin clerk to the Director of Finance/CFO will:
- send a copy of the signed Contract back to the EA who drew it up; and
 - send a copy of the signed Contract to the Finance Manager.
Campus Rentals - Inuvik Finance Manager, CLC Rentals - YK Finance Manager
- 2.12 The EA to the Vice President, Student Affairs or the EA to the Vice President, Community and Extensions will:
- send a copy of the signed contract to the User;
 - notify the appropriate library if a user account for WiFi or computer use is required; and
 - notify Information Systems and Technology if any IT services are required.
- 2.13 The Finance Manager will:
- generate an invoice using the coding listed below; and
 - send out the invoice the day after the room rental is complete.

2.14 The financial coding for room rental payment:

Facility Rental Thebacha	443404310004	RENTALTC	562200
Facility Rental Yellowknife	445404210504	RENTALYK	562200
Facility Rental Aurora	446404840004	RENTALAC	562200
Facility Rental CLCs	CLC unit	pick from above	562200

Administration (gets split 50% with Finance):

Facility Rental Thebacha	443404310004	RENTALTC	596100
	228000510004	ADMREV-T	596100
Facility Rental Yellowknife	445404210504	RENTALYK	596100
	226000510504	ADMREV-Y	596100
Facility Rental Aurora	446404840004	RENTALAC	596100
	224000540004	ADMREV-A	596100
Facility Rental CLCs	CLC unit	pick from above	596100
	Pick Finance unit	and project from above	596100
G.S.T:			
Charged to Non-GNWT	220000500000		213200

For Residence rentals, code to the applicable residence unit

For call-out fees, code to the employee's unit

For equipment fees, code to the applicable revenue account

3 DETERMINING USER GROUP

3.1 Government – All government departments and agencies have to pay the government rate except the GNWT Department of ECE; its fee is waived.

- User Request Form
- Property and/or Service Contract (Rental or In Kind)
- Declaration by Private Business

3.2 Department of ECE – provided In Kind

- User Request Form
- Property and/or Service Contract (Rental or In Kind)

3.3 Private Business or people making a personal profit – charged approved fees

- User Request Form
- Property and/or Service Contract (Rental or In Kind)
- Declaration by Private Business
- Assumption of Risk, Release & Indemnity Agreement

3.4 Interest Groups – e.g. quilting, sewing, book club

- User Request Form
- Property and/or Service Contract (Rental or In Kind)
- Assumption of Risk, Release & Indemnity Agreement

3.5 Not for profit groups – e.g. Special Olympics NWT , Yellowknife Association of Community Living, Homelessness Coalition

- User Request Form
- Property and/or Service Contract (Rental or In Kind)
- Declaration by Private Business (For paid rentals only)
- Assumption of Risk, Release & Indemnity Agreement
- Proof of Not For Profit status

Note:

A group that identifies itself as Not for Profit (NFP) will only be given in kind if it is providing a service to the public. The service can be provided for free or for a charge. Public events, workshops, etc. for which there is a charge are considered NFP if the event is run on a cost recovery basis and does not to generate a profit.

There is value to the College in providing use of its facilities on an in kind basis. It brings people into our facilities, involves the College in the community, shows what the College has to offer for programs, and presents institutions in a positive way.

Providing use of College facilities on an in kind basis will be determined on a case by case.

Only paid rentals in the listed communities are required to provide three declarations by private business forms;

Yellowknife
Fort Smith
Inuvik
Hay River

All communities not listed will need to provide one declaration by private business forms

An NFP group holding a private event (e.g. interviews, meetings, exam sessions) will pay for its use of College facilities.

3.6 Private Partnerships and GNWT Partnerships with College Programs – the decision to provide in kind will be made on a case by case basis as recommended by the director of the campus or the Regional Program Head and approved by the Director of Finance/CFO

- User Request Form
- Property and/or Service Contract (Rental and In Kind)
- Assumption of Risk, Release & Indemnity Agreement

Private Partnership example- Great Northern Arts Festival, providing in kind and Aurora College getting promotion in return.

GNWT Partnership example- HSS partnership with the nursing program, offering prenatal classes.

4 OTHER

- 4.1 A half day rate may be given if the room rental is for an hour or two. A half day rate may be given for evenings and weekends. The half day rate will be given at the discretion of the Director of Finance/CFO, as recommended by the director of the campus or the Regional Program Head.
- 4.2 Campus staff will do a security building sweep at the end of the rental to check for stragglers, open windows, and to ensure the doors are locked.
- 4.3 Wi-Fi maybe given to renters at no extra cost if Wi-Fi is accessible in the building.
- 4.4 CLC rentals in Gameti and Wekweeti are provided in kind because the CLCs are community owned.
- 4.5 A call out fee of \$200 may be charged at the CLCs. The decision to waive the \$200 fee is at the discretion of the Regional Program Head. See section 5.2.

5 FACILITY SPECIFIC INFORMATION SHEETS

5.1 A facility specific information sheet must be provided to the user. This applies to all user groups including those given in kind. It should include:

- Scent-free notification
- Hours of operation
- Contact phone numbers

It must also include the following statements:

- If substantial cleaning of housing is required after a group checks out, the user group will be charged a flat cleaning rate of \$100.00 per person. If substantial cleaning of the classroom or computer lab is required after a group checks out, the user group will be charged a flat cleaning rate of \$250.00 per user group.
- Technical support - An additional Information Technology (IT) fee may be billed to the user group at a rate of \$75 per hour for additional software or hardware installations, network reconfiguration, or other support required. Please be very specific about your IT needs, and identify your requirements including required software versions.
- Community Learning Centres - A minimum flat rate call out fee of \$200.00 may be charged for requests made outside of business hours (Monday to Friday, 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.) for use in the evenings, weekends, or holidays.

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 PROCEDURES:

None

FACT SHEET**DATES:**

2015-05-25 Procedure drafted from meetings among Campus Managers and the Director of Finance.
Approved by President: May 25, 2015.
Implemented: May 25, 2015.

2017-08-01 Procedure revised.
Approved by President: September 1, 2017.
Implemented September 1, 2017.

2018-05-10 Procedure revised.
Approved by President: July 6, 2018.
Implemented July 6, 2018.

APPROVED**PRESIDENT:**

DATE:July 6, 2018
