

Policy Statement

Policy Name	Use of Property		
Policy #	H.02	Category	Building and Property
Approving Jurisdiction	Board of Governors	Replaces	H.02, H.03, H.04, H.05 and D.08
Administrative Responsibility	VP, Corporate Services and Administration	Version	2025-07-01
		Next Review Date	TBD

See the related PROCEDURES (links to be added when policy is posted)

PURPOSE

This policy describes how Aurora College property may be used by the Aurora College community and third parties.

SCOPE AND LIMITS

This policy applies to Aurora College property, except as noted.

This policy does not apply to:

- College-owned or leased cars, vans, light trucks, or snowmobiles; or
- Heavy equipment.

In situations where Aurora College property is needed to help with municipal or Territorial emergencies, procedures for property use may be temporarily suspended for expediency.

POLICY STATEMENT

1. Aurora College's operational requirements have priority over other uses of property.
2. Aurora College allows students to use equipment and facilities to support their learning and research activities.
3. Aurora College allows staff to use property for professional development.
4. Aurora College allows third parties and contractors to use property, subject to terms and conditions specified by the College, which may include fees.

5. The Aurora Research Institute allows access to its property to support science and technology education and the research needs of Aurora College, as well as individuals and agencies conducting research in the NWT (see H.06 *Researchers' Use of Aurora Research Institute Resources*).
6. The use of Aurora College property by third parties should not interfere with private enterprise in the community.

GUIDING PRINCIPLES

1. Aurora College recognizes that students may need access to college property and resources outside of scheduled class time to support their learning and research activities. This access needs to be secure, and may be unsupervised.
2. Aurora College recognizes the professional benefit when staff members use Aurora College property for their own professional development or research.
3. Aurora College may support community activities by allowing third parties to use its property.

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)

Professional Development: Studies completed by individuals to enhance knowledge and skills in their fields of practice.

College Property: College property (leased or owned) includes the College's academic buildings, student accommodation, administrative buildings, research centres, equipment, shops, camps, common areas in or around such buildings, both permanent and temporary, and also the equipment contained therein. This definition does not apply to College-owned or leased passenger vehicles (cars, vans, or light trucks).

RELATED POLICIES / PROCEDURES / DOCUMENTS

- C.11 Community Projects Policy
- H.01 Use of Heavy Equipment by Third Parties Policy
- H.06 Researchers' Use of Aurora Research Institute Resources Policy
- H.08 Vehicle Use Policy

H.02.1 Use of College Property by Staff Procedure

H.02.2 Use of College Property by Third Parties Procedure
H.02.3 Use of Instructional Equipment Procedure

North Slave Research Centre Logistical Support Request Form
South Slave Research Centre Logistical Support Request Form
Western Arctic Research Centre Logistical Support Request Form

APPLICABLE LEGISLATION

N/A

DOCUMENT HISTORY

Date	Update
2025-06-26	<p>H.02 revised and renamed as Use of Property Policy It replaces H.02 Use of Instructional Equipment Policy, H.03 Use of College Property by Staff Policy, H.04 Use of College Property by Third Parties Policy, H.05 College Use of ARI Resources Policy, and D.08 Student Use of Unsupervised Classroom Areas Policy.</p> <p>Board of Governors Motion BG#04-June-2025 Implemented July 1, 2025</p>