

FACILITY RENTAL PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Operations
Parent Policy:	Facilities Operations Policy
Approval Date:	April 29, 2015
Effective Date:	May 1, 2015
Procedure Owner:	Vice President, College Services and Chief Financial Officer
Procedure Administrator:	Senior Manager, Facilities Management

Overview:

NorQuest College (college) offers the community its facilities for rent subject to availability of space given educational and operational requirements, reputational risk to the college name or brand, risk of injury or liability to the college and other specific terms and conditions that are outlined in a rental agreement. Rental space may include classrooms, laboratories, meeting rooms and other space.

Authority to establish this policy is derived from the [NorQuest College Board of Governor's Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedures:

Rental Inquiries

Individuals or groups interested in renting college facilities may contact Facilities Management by phone at 780-644-6215 or by email at facilities@norquest.ca.

Information required by the college to assess a rental request is:

- Name of Renter
- Contact telephone number
- Address
- Organization affiliation
- Purpose for the rental
- Description of space requested
- Date and time requested
- Furniture and equipment requested
- A drawing/sketch of any furniture set-up
- Electrical requirements to support displays, demonstrations or equipment
- A list of equipment, materials, items or products brought in for decorating, display, demonstration, heating food or other purposes
- Parking requirements

The college will consider the request and contact the requestor within 3 working days to provide information on availability, cost, additional requirements and rental agreement details.

Rental Terms and Conditions

Rental terms and conditions include, but are not limited to the following:

- Renters and those attending the renter's activities must adhere to all terms, conditions and requirements specified in the rental agreement.

- Renters must be a minimum of 18 years of age. The renter of the space must remain in attendance for the duration of the rental activities, including the clean-up at the end of the rental period.
- Rental activities must be carried out within normal college business hours and in a manner that will minimize any disruption to students and staff. The activity must remain within the space provided as specified in the rental agreement.
- Renters of space shall not offer services or products that would compete directly or indirectly with NorQuest College's products or services.
- The college does not provide furniture, fixtures and equipment or support services to rental groups except for those specifically identified in the Facility Rental Agreement.
- The college may, at its sole discretion, impose restrictions on the renter's activity, services provided, products used, consumed or displayed, items for sale, promotional materials or any other aspect of the rental.
- An individual or group renting college facilities or the attendees thereof, shall not have in their possession, display, offer for sale or give away any type of weapon, explosive, illegal or illicit products, products or services controlled by federal, provincial, or municipal licenses or products or services deemed by the college to be inappropriate.
- The college will not rent space to individuals or groups that are associated or affiliated with any individual, group or organization that believes in, or promotes; racial superiority, hate or discrimination or may hold philosophy or values that are not consistent with that of the college.
- Renters are to ensure pathways and exit routes to doorways remain clear and unobstructed and that their attendees are made aware of emergency procedures and fire evacuation routes.
- Materials, items or products brought in for decorating, display, demonstration or other purposes must be preapproved by Facilities Management. Anything considered hazardous, flammable or easily combustible will not be permitted.
 - Only safety approved (e.g. CSA certified) devices and equipment will be considered for display or demonstration.
- Displays, services or activity must not impede or disrupt normal traffic flow in the area rented or any adjoining space. Decorating of the space is not permitted without prior approval.
- Confetti, decorative sparkles, rice, glitter or other such materials are not permitted.
- Open flames of any kind are not permitted.
- All gaming / gambling activities are subject to Alberta Gaming and Liquor Commission policies, procedures, licensing and other legislative requirements.
- Alcohol on college premises requires preapproval and must follow Alberta Gaming and Liquor Commission policies, procedures, licensing and other legislative requirements.
- The college may at its discretion, assign alternate space to a renter.
- The renter is responsible to maintain their display and area being rented. It is to be kept neat, clean and free of any potential safety hazards. At the end of the rental period the renter is to:
 - remove all renter supplied displays, furniture, equipment or other materials,
 - place all garbage in disposal containers, and

- ensure that the premises are cleaned up and left in its original condition.

Facility Rental Agreement

A facility rental agreement is required for all rentals.

Before the Facility Rental Agreement can be authorized by the college the requestor of the rental agreement must:

- Sign the Facility Rental Agreement thereby agreeing to all terms, conditions, requirements and obligations.
- Provide all applicable business licenses and permits required by federal, provincial, municipal or other regulatory bodies, authorizing their activities at the college.
- Agree to pay the specified facility rental fee and where applicable also pay the damage deposit.
- Provide a Certificate of Insurance confirming comprehensive general liability insurance in an amount of \$1 million.
 - The college may, after completing a risk assessment of the renters proposed activity, alter the insurance requirements.

Facilities Management will advise the requestor if the facility rental is approved or not approved.

Cancellations

A request for cancellation of a Facility Rental Agreement must be sent by email at least seven days prior to the rental date to facilities@norquest.ca. The renter will be invoiced and the college requires payment, in the full amount, for cancellations made less than seven calendar days prior to the scheduled rental date.

Non-Compliance

Any individual or group not complying with this procedure or the terms and conditions of the Facility Rental Agreement may:

- have their rental agreement terminated,
- be prohibited from renting facilities in the future, or
- not be permitted on college property.

Definitions:	
Related Information:	
Related Documentation:	
Next Review Date:	
Revision History:	

n/a

- [Facilities Operations Policy](#)
- Facility Rental Agreement (available from the Campus Operations Office)

March 2019

April 2015: New (replaces Standard Practice 4.10 Facility Rental)