


Policy Name:	USE OF COLLEGE FACILITIES AND GROUNDS	
Approved By:	President's Council	
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Policy Holder:	VP, Corporate Services	
Operational Lead:	Director, Facilities and Security Services	
Policy Number:	FAC-009	

USE OF COLLEGE FACILITIES AND GROUNDS POLICY

1.00 PURPOSE

- 1.1 The purpose of this policy is to clarify appropriate use of Coast Mountain College (CMTN) facilities and grounds.

2.00 DEFINITIONS

2.1 **Categories of Use:**

- a) **Category (a):** regular scheduling of CMTN credit and non-credit courses (including workforce training/contract services and international courses)
- b) **Category (b):** the business of the College initiated by College employees, College labour groups, or students sponsored by an employee or the CMTN Student Union Executive
- c) **Category (c):** College-related use: the business of the College initiated by other than College employees and sponsored students
- d) **Category (d):** community or commercial use: includes activities by community groups, businesses, or College employees not relating to the business of the College.

- 2.2 **College Space for Rental Purposes:** A classroom, meeting room, atrium space, laboratory (computer labs, nursing labs, science labs), long house, office space, trades shops, wellness centre and other gathering spaces, with exclusion of the cafeteria and café.

2.3 **Community Groups:**

- a) commercial users
- b) non-profit groups – groups with a registered non-profit number
- c) government agencies and public bodies – ministries, schools, municipalities
- d) other community groups.

- 2.4 **Instructional Activities:** Learning and teaching activities currently offered or potentially offered by one of the instructional, workforce training/contract services, or educational service divisions of the College.

3.00 SCOPE

- 3.1 CMTN is a student-centred, publicly funded institution committed to providing an inclusive, welcoming, and engaging environment. The College has the right to manage the use of, and access to, its interior and exterior space.
- 3.2 The primary use of College space is to conduct College business.
- 3.3 CMTN facilities are also accessible for use by faculty, staff, and students (including the Student Union), for the purposes of furthering the education mission and improving student life and engagement.
- 3.4 As CMTN is a public institution dedicated to the communities it serves, its facilities are accessible for use by external agencies, organizations, or community groups, where the activity does not interfere with the College's ability to conduct its own business.
 - a) CMTN recognizes and respects the core values of academic freedom and freedom of expression.
 - b) To ensure that the College's activities, the safety and security of persons and facilities, and the College's reputation are not compromised, conditions and/or limitations may be imposed on the use of College space.
- 3.5 College space is to be used efficiently and responsibly and in ways consistent with CMTN's values and priorities.
- 3.6 Use of CMTN space must be approved by the College, including events, meetings, displays, promotions, and the sale of goods.
- 3.7 Unauthorized use of CMTN property or facilities will be considered to be a trespass to College property.

4.00 POLICY STATEMENT

- 4.1 All College facilities belong to the College and, therefore the primary purpose for the use of the College facilities is to meet the College's educational objectives.
- 4.2 The college permits the use of its facilities by organization, associations, community groups, individuals, and commercial enterprises provided such use does not conflict with the College's mission and values and:
 - a) does not interfere with the orderly functioning of the College or infringe on the rights or privileges of others; these rights include the right to peaceful pursuit of campus activities and to enjoy the rule of law,
 - b) does not promote hatred or discrimination against, or expose to contempt, any person or group of persons as applicable under legislation or law,
 - c) does not advertise, promote or operate programs or services that are in competition with College programs, and does not compete with College activities, including commercial activities such as the bookstore, or otherwise conflict with current contracts or agreements,
 - d) does not directly or indirectly contravene provisions of any law, statute, regulation, by-law enactment, policy or otherwise of Canada, of the Province of British Columbia, the Municipality, or the campus.

- i. This includes the Criminal Code of Canada, The Human Rights Act of British Columbia, the Freedom of Information and Protection of Privacy Act, and other laws of general application.
 - 4.3 Approval must be sought for the use of College facilities and grounds through the assigned Campus Administrative office.
 - 4.4 The college reserves the right to refuse political events, including fundraisers, and meetings and events proposed by special interest groups.
 - 4.5 The College reserves the right to refuse or cancel the use of its facilities when:
 - a) the use is in conflict with this policy,
 - b) the use is not suitable for the requested facility,
 - c) the proposed activities are not as described when booked,
 - d) the activity may be unlawful or present a risk to public safety or persons using the facility,
 - e) an emergency occurs that prevents the College from proceeding with the booking.
 - 4.6 Users of College facilities will be responsible for all conduct related to their activities and will be held financially responsible for any damages that may be incurred as a result of their activity.
 - 4.7 All fees collected for use of College facilities will flow to general revenue and will be collected by way of appropriate controls.
 - a) A fee schedule will be established for the use of facilities.
 - 4.8 Use of College facilities by outside groups does not imply endorsement by the College of any activity, behaviour, belief, or product.
 - 4.9 If catering is required, the College's catering services will be used, or given first right of refusal.
 - 4.10 Groups renting College space may use the name of Coast Mountain College on their promotional material to identify the location of the event.
 - a) All other use of the College name or logo requires written permission from the College.
 - 4.11 The selection of the location of a booking will be based on the need for equipment, noise control, security, building opening hours and other special attributes required by the occupant or the neighbor to the occupant.
- 5.00 RELATED POLICIES, PROCEDURES, AND OTHER SUPPORTING DOCUMENTS
- 5.1 [FAC-001, Space Allocation Policy](#)
 - 5.2 [FAC-005, Use of College Resources Policy](#)
 - 5.3 [FAC-009P, Use of College Facilities and Grounds Procedure](#)
 - 5.4 [HMR-007, Smoking Policy](#)
 - 5.5 [Facility Use Request Form](#)
 - 5.6 [Waap Galts'ap Rental Contract](#)

6.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	2023	P. Pryce, Director, President's Office	President's Council