

# FANSHAWE COLLEGE POLICY MANUAL

## 1. ADMINISTRATIVE POLICIES AND PROCEDURES SECTION F - PHYSICAL RESOURCES

### **TITLE:** NON-COLLEGE USE OF RESOURCES

POLICY NUMBER: 1-F-02  
EFFECTIVE: March 9, 2005 (AC-04-06)  
APPROVAL/REVIEW MEETING: March 12, 1984 (SA-83-12),  
March 6, 2002 (AC-04-01)  
NEXT REVIEW:  
DEPT./DIV./COMMITTEE RESPONSIBLE: Finance & Corporate Services  
RESCINDED:

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### 1. PURPOSE

The purpose of this policy is to assist in ensuring that the provision of college facilities, equipment and services are provided to students and external customers in an approved manner and are protected against loss.

The use of facilities and equipment owned or leased by Fanshawe College is intended for the support and delivery of approved programs and other College sponsored educational activities. Upon request, other uses of facilities, equipment and services may be considered under conditions further described in this document, however, this activity is strictly ancillary and the College will not generally provide accommodations that go beyond the college's existing resources.

### 2. DEFINITIONS

**College equipment** - includes items such as audio visual and gymnasium equipment.

**College facilities** - includes all classrooms, labs, conference and meeting rooms, cafeterias, and gymnasiums. In addition, during the May to August period the definition of college facilities includes residence rooms.

**College services** - includes items such as food and custodial services.

**College use of resources** – includes the following:

- a) any activity that is supervised by an academic or service area of the College
- b) any activity that is scheduled centrally by Planning Services
- c) any activity that is scheduled by Continuing Education
- d) any activity that is scheduled by Facilities Management

**Non-college use of resources** – includes any use of facilities that is not defined as college use of facilities, or is delegated by an academic or service area of the college (i.e.; program-related bake sales).

### 3. THE POLICY

- 3.1. Three guiding principles will govern the provision of college resources to external customers:
  - a) The intended use of the facility benefits the college.
  - b) The intended use does not compete with any college activity including retail operations or educational programs.
  - c) Customers renting corridor space adhere to the distribution and display guidelines listed in item 3.10.
- 3.2. The allocation of resources for non-college use shall be provided on a 'first-come, first-serve' basis.
- 3.3. The college reserves the right to deny the use of resources for non-college purposes for whatever reason, but especially when the activity may appear illegal, unethical, unsafe or could compromise the college's image.
- 3.4. The non-college use of resources will be documented by contract with both parties.
- 3.5. Fees charged will be based on competitive marketplace rates and will be reviewed periodically. Deposits will be required for all events with the exception of the events included in item 3.6. Administrative fees may be charged.
- 3.6. Corridor space will be provided to Fanshawe College students for academic program related fund raising activities at no cost.
- 3.7. The college does not assume any liability for any non-college use of its resources.
- 3.8. The college shall not rent its facilities without first obtaining a Certificate of Insurance where the purpose of the rental involves any of the following:
  - a) sports activities
  - b) health or fitness activities
  - c) activities involving persons primarily under 18 or over 65 years of age
  - d) any activity involving alcohol
- 3.9. The college reserves the right to terminate any contract or event at any time. Refunds will be assessed on an individual basis.
- 3.10. The provision of space will be subject to the following guidelines:
  - a) the college retains the right to review all distribution and display material prior to the scheduled rental period and may prohibit its use
  - b) the customer must stay within the defined space throughout the rental period
- 3.11. Security Services will be informed and Environmental Health and Safety Services will be consulted in advance, where appropriate.

- 3.12. The non-college use of resources shall be the responsibility of the following departments:

<b>Resource</b>	<b>College Policy (if applicable)</b>	<b>Co-ordinating Department</b>
<b>Area Campuses</b>		<b>Area Campus</b>
<b>Library Print Materials</b>	<b>2-I-01</b>	<b>Library</b>
<b>Library Non-Print Materials</b>	<b>2-I-03</b>	<b>Library</b>
<b>Instructional Equipment Loan Service</b>	<b>2-I-06</b>	<b>Library</b>
<b>Saffron's and corridors</b>		<b>Tourism/Hospitality</b>
<b>Athletic Equipment/Facilities</b>		<b>Community Fitness Centre</b>
<b>Residence and Conference Centre</b>		<b>Residence and Conference Centre</b>
<b>Student Union Buildings</b>		<b>Student Union</b>
<b>All other college resources</b> <ul style="list-style-type: none"> <li>○ classrooms, labs, shops, studios</li> <li>○ lecture theatres</li> <li>○ conference rooms</li> <li>○ residence meeting room</li> <li>○ cafeterias</li> <li>○ corridors/lounges</li> <li>○ leased facilities</li> </ul>		<b>Residence and Conference Centre</b> (in consultation with the appropriate manager responsible for the space)

#### 4. REFERENCES

College Policy:

- 1-C-10: Corporate Communications
- 2-B-05: Room Allocation and Timetabling of Classes at the Main Campus
- 2-I-01: London Campus Library Policy, Part I - Print Materials
- 2-I-03: Library Policy, Part III - Non-Print Materials
- 2-I-06: Instructional Equipment Loan Service

#### 5. APPENDICES

None