

TITLE: FACILITY USE AND BOOKING POLICY

APPROVED: February 25, 2000

REVIEWED/ February 24, 2004

UPDATED: September 12, 2005

NEXT REVIEW: 2007-2008

RESPONSIBILITY: Vice-President, Administration

APPENDICES: Appendix 1: Conditions of Room Bookings Agreement
Appendix 2: User Group Rating Schedule
Appendix 3: Rates for Room Rentals and Services
Appendix 4: Equipment Rental Rates

CROSS-REFERENCE: Liquor Policy

POLICY :

Grande Prairie Regional College, with an ongoing commitment to the community, will make its facilities available to public user groups when not required for the College's activities. The College will maximize the use of its facilities for both internal and external users.

PURPOSE :

To ensure the appropriate use of the College's facilities, equipment and services on a year round basis, and provide guidelines for the College and greater community in the booking and use of these facilities.

SCOPE :

This policy applies to all equipment, rooms and services available for rent at the Grande Prairie Regional and any individual user or group users interested in renting space and/or equipment from Grande Prairie Regional College.

DEFINITIONS :

PROCEDURES / GUIDELINES :

The College, on a contract basis will not normally make its physical facilities available to individuals, groups, associations or institutions to run programs in direct competition with Grande Prairie Regional College sponsored programs.

The College reserves the right to restrict public access accordingly. In addition, the College reserves the right to determine the feasibility of simultaneous functions in its facilities, e.g. possibility of noise factor between areas.

Enquiries with regards to conferencing requests will be referred to Student Services, Event and Booking Coordinator.

College facilities shall be assigned in accordance with the priorities listed below:

1. College educational programs and College events, in the following order:
 - 1.1. Regularly scheduled College credit courses and final examinations for those courses; and annual College events such as Convocation. Tentative timetable for space required shall be developed by the Registrar's Office by March 15 of each year, or as soon as possible thereafter, for the upcoming fall session and by October 31 for the following winter session. Where possible, confirmation of space needed for credit courses shall be completed six weeks prior to the beginning of each term.

After the confirmation date for credit courses has passed, all other space can be confirmed for the priorities listed below.

- 1.2. Cost-recovery non-credit courses sponsored and/or co-sponsored by the College.
- 1.3. Regularly scheduled credit courses sponsored by other post secondary institutions in collaboration with GPRC.
- 1.4. Other College events booked on a first come basis.

Issues arising from a change in enrolment class size of credit courses may necessitate negotiation between the affected parties. If conflicts cannot be resolved, then the issue will be referred to the Vice-President Administration and the Vice-President Academic for a final decision.

Other requests for an alternate space may be made to the Student Services, Event and Booking Coordinator and will be determined by the availability of a suitable alternate, without causing disruption to others.

2. Public agencies, community organizations and non-profit agencies when the purpose of use is educational, cultural or recreational (community category rate).
(Conditions of Room Bookings form applies. – Appendix 1)
3. Private businesses that wish to engage in educational, cultural or recreational activities (at a commercial category rate).
(Conditions of Room Bookings form applies – Appendix 1)

The College reserves the right to allocate its facilities and therefore, reserves the right to restrict access accordingly.

Contracted Spaces

Certain areas of the College will be assigned as per the needs detailed within the contract. However, contracted spaces will be reviewed annually (unless otherwise stated in a contract) and are subject to change. Requests to dedicate facility spaces will be reviewed by the Vice-President Administration and where appropriate consultation will occur with the Vice-President Academic to prioritise the requests.

Specialized Areas

Certain areas of Grande Prairie Regional College are designed for specific purposes. While they may be suitable for alternate uses, the primary use will always take precedence over alternate uses. These spaces include, but are not limited to, the gymnasium, computer and science labs, multi-purpose library space, industrial shops, art studios, etc. The priorities for access to these specialized areas may vary (see details on Gymnasium and Computer Labs).

The College reserves the right to determine the feasibility of simultaneous functions in its facilities, e.g. possibility of noise factor.

The Student Services, Event and Booking Coordinator will be the first point of contact for the larger Grande Prairie community.

Costs associated with public access to its facilities cannot be a burden to the College. The College will, therefore, cost out facility rentals and service charges accordingly.

Normally, College facilities may not be booked more than twelve (12) months in advance; special exceptions, e.g. annual College events, community traditions, provincial and national conferences.

This policy is administered, on behalf of the Grande Prairie Regional College, by the Vice-President Administration. Any problems and/or concerns may be referred to the Vice-President Administration for a final decision.

FEES

All fees and charges are subject to review and revision as necessary and are attached to this policy document for information only.

Fees and Deposits

Rental fees and user group insurance (Appendix 2) applies to all community and commercial bookings. Fees may be charged to internal College users where requirements of the booking (e.g. food/beverage service, maintenance, etc.) involve services contracted by the College.

Rates vary according to the category of user (see *User Categories*) and according to the type of space booked. Rental rates for designated space and/or specialized spaces vary from the rental rates for general, multi-purpose spaces. Where an admission or participation fee is charged in conjunction with the event, rates are normally higher.

A minimum rental deposit of 25% and the user group insurance fee is required to confirm the booking.

Damage deposits are required when booking specialized spaces, College equipment or a major event. The College requires the damage deposit and the user group insurance fee by cash or certified cheque prior to the event. The damage deposit is normally 25% of the booking charge. In the event of damage, full replacement costs will be charged. The balance of the damage deposit is refundable or may be applied against rental charges.

Cancellations

Cancellation of rentals prior to the event are subject to a minimum administration fee of 25%. All contracts will state the costs and deadlines for cancellation.

Additional Charges

Charges for specific equipment and/or services are additional to the basic rental rates.

Payments

Fees and charges for all bookings will be invoiced by the College. The terms are net thirty days from date of invoice. Payments can be made by Visa, MasterCard, cheque, money order, or direct deposit.

User Categories

Grande Prairie Regional College, in an ongoing commitment to the community, will make its facilities available to public user groups when not required for the College's activities. In keeping with this principle, the College will distinguish its users as community or commercial in assessing rental/service charges/fees.

Community category applies to those public agencies, community and local non-profit organizations who offer education, sport, visual and performing arts and cultural services, within Grande Prairie Regional College facilities, to the residents of Grande Prairie and area. The community category also applies to alumni and staff of GPRC. Interested alumni must register with Alumni Affairs in the Community Relations office prior to receiving the community rate.

Commercial category applies to all services, functions and activities:

1. Offered by non-profit groups from outside of the regional area.
2. Sponsored by private individuals or private business.
3. Activities offered which do not fit within the accepted definitions of education, sport, visual and performing arts.

ROOM RENTAL RATES

As per Appendix 3, all fees and charges quoted are subject to G.S.T. and include regular cleaning costs. The Gymnasium is listed separately.

HOWLERS LOUNGE (STUDENT LOUNGE)

The student lounge may be booked at times that do not conflict with Students' Association events and/or staff limitations. Booking requests must be submitted to the Campus Activities Coordinator. The Students' Association will provide bar service. It is the responsibility of the booking group to make other necessary arrangements for any special set up requirements. For detailed terms, conditions and specific rental rates, the Students' Association can be contacted at 539-2959.

GYMNASIUM

The Department of Physical Education, Athletics and Kinesiology is responsible for booking the gymnasium for facility usage.

1. The Department of Physical Education, Athletics and Kinesiology has first priority of all gymnasium bookings for athletic events until October 1 of the current year.
2. Department priority is given in order to academics, athletics, club teams/programs and other department fundraisers and functions. (As the gymnasium is a classroom, classes are the main priority of the Department).
3. Annual College events such as Convocation are normally held in the Gymnasium. The College reserves the right to use the space.
4. All approved athletic practices, tournaments, competitions, and camps of the department, including those which occur on an ongoing annual basis.
5. Other athletic and related functions which support the objectives of the department and the larger community on a first come basis.
6. All other commercial athletic and/or miscellaneous functions.

Fee Schedule attached as Appendix 3.

All requests for Gymnasium bookings must be made in written form and are to be addressed to the Manager, Fitness Facilities. Requests should include the following information:

1. Dates and hours required (including set-up and clean-up)
2. Purpose of booking
3. Equipment requirements
4. All other specific requirements

The Department of Physical Education, Athletics and Kinesiology has first right of refusal to usage of the gymnasium to any user group.

Conditions of Use for Non-Athletic Gymnasium Bookings

1. Certain events may be requested to sell tickets in advance for the purpose of not exceeding safety and fire codes.
2. Medical personnel (e.g. St. Johns ambulance) should be in attendance during the function based on the number of people at the function and type of function.
3. Campus Operations should be in attendance during the set up and clean up for the event, as well as, during the initial hour of the events operation.
4. Ushers and door personnel are required to help seat people and control the number of people entering the facility during the event, (one usher per 50 people in attendance and two door people at each gymnasium entrance).

5. The College must be kept up to date on all changes.
6. The organizer of the event has the option to supply all of the requested personnel or they can opt for the College to supply them. All wages for any of these people supplied by the College will be charged back to the event organizer at the Usher, Ticket Taker, Door Personnel rate.

DOUGLAS J. CARDINAL PERFORMING ARTS CENTRE (COLLEGE THEATRE)

Under contract with the Grande Prairie Regional College, the Grande Prairie Live Theatre manages the Douglas J. Cardinal Performing Arts Centre (College Theatre), and in doing so, arranges all bookings for the theatre.

AUDIO VISUAL (AV) EQUIPMENT

Technology in Classrooms

All General and Large classrooms come equipped with an overhead projector and a suitable projection surface.

Advanced Classrooms also come equipped with a Data Projector mounted in ceiling.

Smart Classrooms include a SMART board system and Data Projector. Smart Classrooms are not equipped with computers and laptops must be provided by the user.

Video Conference is a SMART Classroom with full Telephone and Net Based Video Conference capabilities.

Piano Rental

Renters of Room L106 may rent the grand piano in that room and renters of Room L107 may rent the upright piano in that room. See Appendix 4 for rates and other related information related to the rental of pianos.

Equipment Rental

Additional equipment is available from Library & Media Services for a charge and is subject to availability. Priority for use is the same as that of classroom (instructional) space.

Some audio-visual equipment may be available for use offsite by outside users where equipment is required without the use of College space. Booking requests can be submitted directly to the Department of Library & Media Services.

*See Fee Schedule Appendix 4.

Media Technician Services

Media technicians are available for college events both on-site and off-site. Off-site assistance is billed at overtime rates.

No guarantees are made on compatibility of non-college equipment. Trouble shooting of non-college equipment will be billed out at applicable rates.

CONDITIONS OF ROOM BOOKINGS AGREEMENT

Please review the details on the attached Facility Booking Reservation form and the below Conditions of Room Bookings. To confirm your reservation at Grande Prairie Regional College, please sign the attached Facility Booking Reservation form and return to the Events Coordinator via fax at (780) 539-2888.

Facilities must be used for the purposes stated on the Facility Booking Reservation form. The person signing the reservation will be held responsible for all matters related to the activity including any damage resulting from improper use by the user group. Grande Prairie Regional College is not responsible for any items left in rooms. Cancellations, for any reason, will be charged an administration fee of \$30.00.

All 3rd party users of GPRC facilities must have liability insurance. If you have your own liability insurance, GPRC must be identified as an additional insured for the particular dates that you will be using college facilities. The College requires a copy of the certificate of insurance stating GPRC is an additional insured. This copy must be received prior to your first booking. If you do not have liability insurance, it must be purchased from GPRC and payment for the liability insurance is required prior to the first booking.

If you are considering offering food or beverages on-site as part of this Facility Reservation, Chartwell's, our Food Services Contractor, has the "right of first refusal" for these services. Please contact Paul Pynn at (780) 539-2950 to discuss your food service options.

Please familiarize with and adhere to the following regulations:

- GPRC is a non-smoking facility.
- Custodial fees will be charged back to the user if clean up is above normal.
- Parking Regulations in effect on campus are as follows:
 - **Reserved parking** is in effect from September 1st through April 30th, Monday to Friday, 8:00 am to 4:30 pm. You will be ticketed if you do not have a parking permit displayed.
 - **Ticket Dispensers** are located in Reserved parking lots A, C, D and F for visitors use, Monday to Friday, 8:00 am to 4:30 pm. Rates vary as posted. You will be ticketed if you do not have a dispensed ticket(s) displayed.
 - **Metered parking** is in effect year round, Monday to Friday, 8:00 am to 4:30 pm. Times and rates vary for each area. You will be ticketed if time has expired on your meter.

If you have any questions or concerns regarding your event please contact the Events Coordinator at (780) 539-2858 or toll free at 1-888-539-4772 ext. 2858.

Thank you.

USER GROUP RATING SCHEDULE – POLICY

1,000,000 Commercial General Liability

SPORT ACTIVITIES

- Low Risk Activities:** Badminton, Bowling, Curling, Dance Lessons, Horseshoes, Tennis
- Medium Risk Activities:** Baseball, Basketball, Field Hockey, Handball, Racquetball, Soccer, Softball, Squash, Swimming with Lifeguard, Touch or Flag Football, Track & Field, Volleyball
- High Risk Activities:** Refer to All Sport for all other sports
- Excluded Activities:** Minor Hockey (18 yrs & under), Contact Hockey, Rugby, Kickboxing, Tackle Football, Horse Related Activities, Cycling, Fireworks, Skateboarding, Lacrosse

Type of Event	# of Participants	Example Premium		
		Low	Medium	High
One Day Sporting Events	1-25	\$25	\$50	Refer
	26-100	\$50	\$100	Refer
	101-250	\$75	\$150	Refer
	Over 250	Refer	Refer	Refer
All Season Sporting Activities	1-25	\$75	\$150	Refer
	26-100	\$150	\$300	Refer
	101-250	\$225	\$450	Refer
	over 250	Refer	Refer	Refer

MEETINGS & EVENTS

Type of Event	# of Participants	Example Premium	
Meetings – No alcohol (including arts & craft, bridge, etc.)	1-25	\$15	
	26-100	\$25	
	101-250	\$50	
	251-500	\$100	
	Over 500	Refer	
	Seasonal – Weekly Seasonal – Monthly	5 times rate 3 times rate	
	# of Participants	No Alcohol	With Alcohol
Weddings, Block Parties, Small Kids Functions (ie. Birthday Parties, Baptism) <i>Note: Rates are lower than for events below due to the familiar relationship</i>	1–25	\$10	\$50
	26–100	\$25	\$100
	101–250	\$50	\$150
	Over 250	Refer	Refer
Events, including Festivals & Parades, excluding Beer Gardens (see below)	1-25	\$25	\$100
	26-100	\$50	\$175
	101-250	\$100	\$225
	251-500	\$150	\$275
	Over 500	Refer	Refer
Beer Garden	1-100	\$100/day	
	101-250	\$150/day	
	251-500	\$200/day	
	Over 500	Refer	
Three Day Meetings/Events Five Day Meetings/Events		Twice Daily Rate	
		Triple Daily Rate	

RATES FOR ROOM RENTALS AND SERVICES
ROOM RENTAL RATES

Description of Space	Category	Hourly Rate	Daily Rate (8 hours)
General Multipurpose Rooms (Normally equipped with one overhead projector and flat screen)	Community	\$20.00	\$60.00
	Commercial	\$30.00	\$85.00
Large Multipurpose Rooms	Community	\$30.00	\$85.00
	Commercial	\$40.00	\$110.00
Advanced Technology Classroom	Community	\$40.00	\$210.00
Smart Classroom	Community	\$70.00	\$360.00
Cafeteria (not including Kitchen)	Community	\$40.00	\$95.00
	Commercial	\$50.00	\$120.00
Alumni Room	Community	\$30.00	\$85.00
	Commercial	\$40.00	\$110.00
Computer Labs	Community	\$95.00	\$495.00
	Commercial	\$125.00	\$595.00
Multipurpose Library Space (See Video Conference Centre)			
Howler's Lounge	This area is administered by the Students' Association. (All external users = \$350/event)		
Industrial Shops	Community	\$40.00	\$100.00
	Commercial	\$50.00	\$125.00
Parking Lots	Community	\$20.00	\$50.00
	Commercial	\$40.00	\$100.00

VIDEO CONFERENCE CENTRE

Events/Services	Users	Hourly Rate	Daily Rate (6hrs)
Basic rental (includes Room & tech) Telephone line charges After Hours Tech add-on	Community	\$75.00	\$225
		\$15.00/line	Hourly
		\$45.00	Hourly
Basic rental (includes Room & tech) Telephone line charges After Hours Tech add-on	Commercial	\$95.00	\$325
		\$15.00/line	Hourly
		\$45.00	Hourly
Set-up Charge – one time charge per additional site.	Both	\$20.00	

GYMNASIUM RENTAL RATES

Events/Services	Users	Rates
Athletic Event		½ gym, 2-hour minimum @ \$21.50/hr full gym, 2-hour minimum @ \$43.00/hr
Non-Athletic Event		full gym, 2-hour minimum @ \$60.00/hr
Floor Cover	All Users	\$80.00

Additional fees: \$7.00 per hour per staff member required for all bookings outside of regular gymnasium hours. (7:00 a.m. - 11:00 p.m. Monday - Thursday, 7:00 a.m. - 10:00 p.m. Friday, 9:00 a.m. - 6:00 p.m. Saturday, 9:00 a.m. - 8:00 p.m. Sunday).

Depending on the event, additional charges may apply, for example cost of time for Campus Operations staff to set up tables, chairs, install floor covering, extra cleaning costs, etc. Requests for additional charges can be requested through Campus Operations. Charges listed do not include GST.

THEATRE RENTAL RATES

Please contact the Manager at Grande Prairie Live Theatre (538-1616) for booking and rental fee information.

OTHER SERVICES

Description of Services	Monday to Friday Hourly Rate	Saturday/Sunday Hourly Rate
Facility Supervisor	\$22.00	\$33.00
Usher, Ticket taker, door personnel	\$7.00 – \$ 8.00	\$7.00 – \$ 8.00
Set up, Take Down per person	\$12.00	\$15.00
Clean up per person + additional charge for materials	\$12.00	\$15.00
Security Attendant	\$15.00	\$22.00
Computer Technician	\$55.00	\$75.00
Media Services Technician	\$30.00	\$45.00

Photocopy Service is available through the Duplicating Centre in Room G113 at posted rates. Other services provided include: copying, collating, stapling, binding, folding, hole-punching, padding, perforating, shrink wrapping and cutting.

EQUIPMENT RENTAL RATES AND TERMS
LIBRARY AND MEDIA SERVICES DEPARTMENT (GST INCLUDED)

DESCRIPTION OF EQUIPMENT	RATES (24 hours)
Camcorder: 8 mm Digital – Mini DV	\$ 30.00 \$ 100.00
Camera 35 mm Digital - Mavica	\$ 10.00 \$ 40.00
Tripod	\$ 5.00
Flipchart w/pad Additional pad	\$ 15.00 \$ 10.00
Sound System (small with microphone) Additional speaker Additional microphone Wireless/receiver	\$ 45.00 \$ 5.00 \$ 5.00 \$ 50.00
Data Projector: Community/Commercial	\$ 150.00
Projectors: Overhead Slide / rear slide Film/strip	\$ 25.00 \$ 25.00 \$ 15.00
Screen Standing 6"	\$ 30.00
Portable Stereo	\$ 15.00
Tape Recorder	\$ 10.00
TV/VCR (on-site use only) TV VCR/DVD	\$ 50.00 \$ 35.00 \$ 20.00

Rental fees are on a per day rate only subject to availability.

FINE ARTS DEPARTMENT
Piano Rentals

Room L106 is equipped with a grand piano which can be rented along with the room at the following rates:

Up to 3 hours use	\$50.00
Full Day (3-8 hours)	\$100.00

Room L107 is equipped with an upright piano which can be rented along with the room at the following rates:

Up to 3 hours use	\$30.00
Full Day (3-8 hours)	\$60.00

If the renter believes the piano to be in need of tuning, the renter shall pay for the tuning, using the College's choice of piano tuner. The Events and Booking Coordinator shall advise the Department of Fine Arts of the request to have the piano tuned and the Department will make arrangements for the tuning. The cost of the tuning will be added to the rental agreement.

The renter will be held responsible for any damage to the piano resulting from improper use for the user group.