

Title	Premises Use
Number	G1001
Category	Facilities

Introduction

The primary function of the use of the College premises is to support the delivery of the College’s teaching, learning, student services, applied research and athletic activities.

The College also acknowledges and supports the use of its premises for social, celebratory, fundraising and community-based activities that engage its students, faculty and staff in fostering the Langara College culture, spirit and legacy.

The College, in the spirit of community, also acknowledges the need for the external community to utilize the College’s facilities and will, in order of priority of the designated categories of use, consider and accommodate such requests in accordance with the College’s Premises Use Policy.

The College recognizes the prioritization for use of space at the College’s facilities as managed through the College’s Premises Use Policy, understanding that such policy and procedures are required to ensure that its facilities are utilized for its primary function as an undergraduate institution providing University Studies, Career Studies, and Continuing Studies programs. The College further acknowledges it has the right and responsibility to manage and control the use of and access to its premises in order to:

- (i) ensure a safe and secure environment;
- (ii) protect and maintain the assets and property of the College;
- (iii) ensure the conduct of the activities are consistent with the consented use of the facilities; and
- (iv) protect the reputation of the College.

1. PURPOSE

- 1.1 This policy provides a framework, terms, and protocols for the use of the College premises by internal and external users.
- 1.2 This policy is intended to ensure that the College premises are used efficiently and responsibly, in ways consistent with the College’s values and priorities, and in a manner that does not interfere with the delivery of the College’s academic, applied research and athletic activities as well as its operational requirements.

2. DEFINITIONS

- Academic activities** – include:
- a) teaching/instruction, credit or non-credit courses listed in the Langara College academic calendar, and related applied research activities;

- b) established faculty and staff activities that are part of the usual College business (such as committee meetings, faculty and staff work, or applied research activities); and
- c) educational programming by other educational institutions with whom the College has contracted.

Ad hoc bookings – any booking that requires instructional space (i.e. classrooms, lecture theatres or computer labs) which is not a regularly scheduled semester class. Uses include, but are not limited to, diagnostic and mid-term exams, seminars, guest speakers, faculty and/or staff conducting College business, or approved student activities/groups.

Categories of use in priority order –

Category A: Regular scheduling of Langara credit and non-credit courses (including Continuing Studies and any external academic programming that the College has agreed to host at its facilities).

Category B: Use supporting the business operations of the College initiated by College employees, College employee groups, or students sponsored by an employee or the Langara Student Union Executive.

Category C: College sponsored, sanctioned and affiliated activities booked by College employees and sponsored student(s)/groups.

Category D: External/Third Party Users – any individual or group that is not affiliated with the College. External/third party uses include activities by community groups, businesses or College employees that do not relate to the academic programs or the business of the College.

College premises – means all buildings and land situated at the College’s main campus and any satellite locations leased and/or rented in the College’s name.

External/Third Party users – any governmental, corporate, commercial or not-for-profit entity, or private individual or group not affiliated with the College wishing to use College premises on a short-term basis.

External use – is an event or activity hosted by an external/third party user, and an activity or use not related to:

- a) the employee’s function and/or employment duties at the College;
- b) to the student’s academic program; and
- c) a sanctioned activity or event by a student club.

Internal users – includes Langara’s faculty, staff, students, sanctioned student clubs, departments, employee groups (LFA, CUPE, LCAA) and the Langara Foundation.

Student – means a full or part-time student currently enrolled in Regular or Continuing Studies at the College.

Student Services – are the programs, activities and events that support students beyond the classroom.

3. POLICY

3.1 Scope and Application

- 3.1.1 This policy applies to the use of College Premises for any category of use as defined herein. It applies to internal and external/third party user groups and individuals.
- 3.1.2 The scope of this policy does not apply to any long-term lease or rental of the College premises that must be referred to the Director, Facilities.

3.2 General

- 3.2.1 The College, in the spirit of community, also acknowledges the need for the external community to utilize the College's facilities and will accommodate such requests in accordance with the College's Premises Use Policy.
- 3.2.2 The primary function of the use of the premises at the College is to support the delivery of the College's teaching, learning, applied research, student support and athletic program activities. The College also acknowledges and supports the use of the premises within and upon its facilities for social, celebratory, fundraising, and community-based activities engaging its students, faculty and staff in fostering the Langara College culture, spirit, and legacy.
- 3.2.3 All Langara College space allocation is managed in accordance with the Categories of Use and is the responsibility of the Facilities Department. No College program or discipline has unequivocal rights to any designated space within the College premises.
- 3.2.4 Use of College facilities does not imply endorsement by the College of any activity, service, belief, organization or product. The use of the College premises with regard to religious, political, social or commercial groups, parties, organizations, bodies of opinions or interests must follow the College's policies.
- 3.2.5 The College reserves the right to refuse, cancel, interrupt or revise a booking or terminate the user's access to or use of the College's facilities and equipment without notice, particularly in the event of a Force Majeure occurrence, and without payment of compensation. Notice will be given wherever possible and rebate of any rental fees will be in accordance with the terms of the Premises Rental Agreement.
- 3.2.6 The College has the right to manage and restrict use of College premises at its discretion.
- 3.2.7 Any request that does not fall within the Categories of Use and/or that may present significant or unacceptable risk to the College shall be reviewed by the College Premises Use Committee in accordance with the Committee's Terms of Reference. The requested use shall be subject to a risk/hazard assessment for the Committee's review along with the details of the premises use.

3.3 Requirements for Use

General

- 3.3.1 The College has the right to cancel future scheduling privileges of College or any external/third party groups and individuals who do not comply with this policy and/or with the terms and conditions of usage, or who do not provide full and accurate information in the premises booking request. Non-compliance may also result in penalties under any applicable College policies, Student Code of Conduct, collective agreements/employment handbooks or manuals, and/or provincial and federal laws.
- 3.3.2 Use of the College Premises for non-academic purposes must, at all times, be in compliance with applicable municipal by-laws, provincial and federal laws, and College policies, procedures, rules and regulations.
- 3.3.3 Groups or individuals using or on College Premises shall not engage in prohibited conduct as described in section 3.4.1 below.
- 3.3.4 Approval to use College premises under this policy does not include use of or access to adjacent areas unless noted in the booking request.
- 3.3.5 Groups or individuals booking space are responsible for ensuring the safety of persons and property and for the conduct of persons in attendance at their event, and shall cooperate and comply with the College's requirements to ensure such safety.
- 3.3.6 The group or individual submitting the booking request is responsible for payment of any rental fees, service or equipment charges, and all other costs applicable to the use of the premises as may be assessed by the College.
- 3.3.7 Any external/third party booking for use of the College premises requires a Premises Rental Agreement to be executed outlining the terms and conditions of use inclusive the College's indemnity and insurance requirements. External use of the College premises is subject to any applicable rental fees.

Food and Beverage

- 3.3.8 All activities requiring food and/or beverage services must comply with the contract of the College's food service provider.
- 3.3.9 Any bookings requesting the use of alcohol for an on campus activity must comply with the BC *Liquor Control and Licensing Act* and *Liquor Control and Licensing Regulation* and College procedures.

Banners and Signage

- 3.3.10 The placement of any banners or signage requires the approval of the College's Facilities Department.

Other Services

- 3.3.11 The College may be required to provide additional services to accommodate booking requests. These include, but are not limited to, security, janitorial, IT and engineering services.
- 3.3.12 Costs for required additional services will be the responsibility of the group or individual submitting the booking request, and are payable in advance of the activity as a condition of use.
- 3.3.13 Failure to remit payment for a premises booking in advance will result in cancellation of the booking request and forfeiture of the use of the College premises.

3.4 Prohibited Conduct

- 3.4.1 Prohibited conduct includes, but is not limited, to:
 - conduct prohibited by law, inclusive of any conduct that contravenes the Human Rights Act or any other municipal, provincial and federal legislation;
 - the use of force or violence, actual or threatened;
 - conduct that threatens or interferes with the maintenance or operation of the College, including its academic programs, research activities and service functions;
 - conduct that poses a physical or psychological risk to the safety and security of the College premises and its community;
 - conduct that results in damage or defacement of College premises; or
 - inciting, aiding or encouraging others to engage in prohibited conduct.

3.5 There may be additional conditions of use of the College premises detailed in the College’s Premises Use Rental Contract and Conditions of Use that may be appended to the rental contract.

4. RESPONSIBILITY

For inquiries related to this policy, contact the Vice-President, Administration and Finance or Director, Facilities.

5. REGULATIONS/PROCEDURES

Appendix I – Langara College Premises Use Advisory Committee Terms of Reference

History / Revision	
Origination Date	June 24, 1997
Amendment Date	April 20, 2021
Next Review Date	April 20, 2024

Appendix I

Langara College Premises Use Committee Terms of Reference

Type: Standing / Ad Hoc

Committee Sponsors: Vice-President, Finance and Administration, Provost and Vice-President, Academic and Students, Vice-President, External, and Vice-President, People and Culture.

Purpose:

The Langara College Premises Use Committee will be charged with overseeing the implementation of the Premises Use Policy. The Committee is an advisory committee to the Senior Leadership Team respecting:

- the use of the facilities upon Langara College, inclusive of any of its satellite campus locations;
- assisting with the creation of the policy and protocols respecting the use of the College premises;
- providing recommendations; and
- addressing any potential risk with respect to such use.

Duties:

The Committee will:

- create, implement and provide oversight of the College Premises Use Policy and the facilities booking requirements and procedures for events and activities occurring upon the College premises;
- review and approve any requests for extraordinary or special events that may present significant risk to the College, and provide recommendations to the Senior Leadership Team to sanction or not sanction the event;
- oversee the compliance of events and activities; and
- make recommendations for policy changes and proposed updates to the space booking requirements and procedures.

Authority:

The Committee acts in an advisory capacity to the committee sponsors.

Membership:

The Committee is composed of the following core department representatives:

- Facilities (inclusive of the Manager, Safety and Manager, Security)
- Registrar and Enrolment Services
- Communication and Marketing
- Information Technology
- Organizational Risk Assessment
- Library
- Other members as appointed by the Committee sponsors.

With the exception of Facilities, each department will appoint one member who will represent the department's perspective. A department may, from time to time, change their representative or appoint a designate. Any changes shall be communicated to the committee chair in writing.

A chairperson will be appointed from within the committee and shall remain as Chair for a period of two years.

Upon conclusion of the Committee Chair's term, a new Chair shall be appointed from within the existing members of the Committee.

Budget and Resources:

- Meeting resources, if required, to be provided by the Facilities Department

Governance and Decision Making:

- The Committee will have one voice for outcomes regarding decisions and/or recommendations made.

Other Resources:

- Administrative support for the committee will be provided by the Facilities department as needed.

Minutes:

- Notes will be taken at all committee meetings. A summary of notes will be forwarded to all committee members via the Langara Premises Use Committee Teams site.

Meeting Schedule:

- Meetings will be held quarterly with the caveat that when a special event or extraordinary request is presented that requires Committee review that the Committee will meet on an as needed basis.

Terms of Reference Review:

- Terms of Reference for the committee will be reviewed annually and amended as necessary.