

## **1.0 POLICY STATEMENT**

- 1.1 MacEwan University (the “University”) is committed to responsible stewardship of University resources, including the use of Facilities.
- 1.2 Where University Facilities are not required for courses, learning activities or Internal Events, the University may pursue entrepreneurial and sponsorship opportunities through rental of its Facilities.
- 1.3 The rental of any Facilities shall be done in a manner which: augments public funding, covers all Fees related to the event, ensures responsible stewardship of University resources, supports Affiliated Entities and sponsorship opportunities, protects the security of persons and property, and is consistent with the University’s mission, vision and values.

## **2.0 PURPOSE**

- 2.1 This policy establishes the general conditions and principles specifying the rental of University Facilities by Affiliated Entities and External Entities by the university departments responsible for the rental of Facilities.

## **3.0 APPLICABILITY**

- 3.1 This policy applies to all faculty and staff, and any Group entering into an agreement to rent university Facilities. The policy does not apply to space the University leases to a third party.

## **4.0 DEFINITIONS**

### **Affiliated Entity**

Person or organization associated with the University, resulting from a special or direct relationship that is educational, cultural, professional, or social in nature. The organization and event supports the mission, vision and strategic priorities of the University and has direct benefit to the University, a faculty, program or department.

### **Conference and Event Services (CAES)**

The only University department with the mandate to book and rent Facilities for Affiliated Entities and External Entities. CAES supports and monitors event-related policies, procedures and regulations for the University.

### **Critical Path**

The academic scheduling timetable to ensure academic priorities are met. The Critical Path establishes key operational dates for academic timetabling and the release of space for use by Internal Entities, Affiliated Entities and External Entities per term.

### **External Entity**

A person or Group that is not an Affiliated Entity or Internal Entity. External Entities pay full Fees for all Facilities, Services, and equipment. For further clarity, faculty, staff or students requesting space for personal events are considered External Entities.

**Facilities**

Any land or buildings, or part thereof, indoor, outdoor or airspace, owned or controlled by MacEwan University. This includes all classrooms, meeting rooms, labs-including special labs, special function spaces, tables used for commercial purposes, and common areas at City Centre.

**Facility and Service Agreement**

A written agreement which includes the terms, Fees and conditions for use of all Facilities, Services, and equipment required by Affiliated Entities and External Entities for their event(s).

**Fees**

The amount paid by an Affiliated Entity, External Entity or Internal Entity for the use of Facilities, provision of Services, and use of equipment. Fees may include but are not limited to, rental fee(s), equipment rental, labour charges, costs for licenses, processing or administrative charges and any incidental charges.

**Group**

Means any person or organization using Facilities or Services at MacEwan University. This includes Internal Entities, Affiliated Entities, and External Entities.

**Internal Entity**

A University faculty, program or department, faculty or staff member; acting in their capacity as employees of the University and using Facilities, Services, and equipment for official University purposes.

**Internal (University) Events**

Non-instructional University activities or events initiated, organized, funded and held by an Internal Entity using Facilities, Services, and equipment for official University purposes.

Use of Facilities for courses (credit or non-credit instruction) and learning activities that are university-related instructional activities and part of a university course or academic requirement are addressed in the Academic Scheduling Policy and Critical Path.

**Services**

The labour and costs associated with delivering requirements of an event as outlined in the Facility and Service Agreement. Services include, but are not limited to, University staff labour, event audiovisual technicians, theatre technicians, audiovisual and computer equipment rental charges, event planners, increased security, consumables, incidentals or overtime and after-hours charges.

## **5.0 POLICY ELEMENTS**

### **5.1 Use of Facilities and Services**

- 5.1.1 The University will rent Facilities to any Group, as long as the usage of the Facility is not illegal and will not disrupt the University's business, including academic learning. Rental of Facilities to any Group does not imply that the University approves of or supports the Group's activities, values, or point of view.

### **5.2 Priorities**

- 5.2.1 Rental of Facilities shall comply with the following priorities:

- use for courses and learning activities;
- use for Internal (University) Events;
- use by an Affiliated Entity or External Entity.

### **5.3 Use by Affiliated Entities or External Entities**

5.3.1 Conference and Event Services may enter into an agreement on behalf of the University to permit the rental of university Facilities to an Affiliated Entity or External Entity, provided that:

- such use complies with the priorities set out in section 5.2;
- such agreement is reflected in writing through a Facility and Service Agreement;
- such use does not conflict with Critical Path use; and

5.3.2 A Facility and Service Agreement with an Affiliated Entity or External Entity shall address all relevant matters, including:

- the Facilities, Services and equipment subject to the agreement;
- the intended use of the Facilities;
- the need to have insurance and to provide proof of it; and
- the requirement for the Affiliated Entity or External Entity to comply with all municipal, provincial, and federal laws.

### **5.4 Fees**

5.4.1 Fees shall be charged for the use of Facilities, Services and equipment by an Affiliated Entity or External Entity.

5.4.2 No Fee shall be charged for Critical Path use or Internal (University) Events, unless:

- the Facility is a specialized instructional or laboratory space; or
- such use is outside of regular operating hours, requires set-up, additional staffing, additional equipment or building operation costs.

### **5.5 Other MacEwan Policies**

5.5.1 All events using Facilities or Services, regardless of Group, must comply with all policies of the University, including the Protection of Minors Policy, Liquor Service and Permits policy, Food Services policy, Advertising, Solicitation and Promotion by External Groups policy.

## **6.0 ASSOCIATED PROCEDURES**

- Facilities Rental Procedure

## **7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS**

- Advertising, Solicitation, and Promotion by External Groups
- Campus Security

- Designation and Allocation of Space
- Food Services Policy
- Liquor Service and Permits Policy
- Protection of Minors Policy
- Scheduling Policy
- Sponsorships, Donations and Gifts made by MacEwan Policy
- Academic Schedule
- Academic Scheduling – Critical Path (university website)
- MacEwan University Building Hours (university website)
- Guidelines for Political Activity on Campus – contact University Relations for current copy
- Related Legislation – The Alberta Gaming, Liquor and Cannabis Act and Regulations, Alberta Health Services Food Retail and Food Services Code

## **8.0 ACCOUNTABILITY**

### **Policy Sponsor**

Vice President, Finance and Administration, and Chief Financial Officer

### **Office of Administrative Responsibility**

Conference and Event Services

## **9.0 HISTORY**

### **Relevant Dates**

Approved: **21.06.03**

Effective: **21.06.03**

Next Review: **26.06**

### **Modification History**

- 84.20.16:** D1450 Facility Rental approved by Board Motion 9-8-83/84. Replaces old Board Policies 7.6 and 7.11 approved 17-13-71/72 and 1-10-72/73.
- 94.08.23:** Revised and approved by Board Motion 4-01-94/95.
- 01.09.04:** Revised and approved by Executive Committee.
- 03.02.01:** Title and format updated – “Finance Department” changed to “Financial Services Department.”
- 09.10.08:** Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10.
- 09.12.01:** Revised and approved by Executive Committee to amend Section 4.1 and remove Schedule 1 rates.
- 10.04.08** Revised and approved by Board Motion 01-4-8-2009/10.
- 12.09.27:** Revisions approved by Board Motion 01-09-27-2012/13.
- 21.06.03:** Comprehensively revised. Approved by Board motion #01-06-03-2020/21.