

## **1.0 ASSOCIATED POLICY**

- Facilities Rental Policy

## **2.0 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.

### **Event Organizer**

The individual with primary responsibility for initiating the request for Facilities, Services, and equipment and planning and organizing all aspects of the event.

### **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, leased 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 the 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, Services, and equipment 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.

**Letter of Agreement**

A written agreement with Conference and Event Services and the faculty, program or department sponsoring an Affiliated Entity event. The Letter of Agreement is used when a faculty, program or department is paying for all or some costs of the Affiliated Entity event. It outlines the terms, Fees and conditions for use of all Facilities, Services and equipment and specifies who is paying for them.

**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.

### **3.0 PROCEDURE ELEMENTS**

#### **3.1 Authority and Responsibility**

- 3.1.1 All requests from Affiliated Entities and External Entities for any university Facilities and Services are referred to Conference and Event Services (CAES) for managing and processing. CAES supports and monitors event-related policies, procedures and regulations for the University.

#### **3.2 Sponsorship of an Affiliated Entity**

- 3.2.1 A University faculty, program or department can choose to support an Affiliated Entity financially (See 3.4 Affiliated Entity Requests for Facilities). All sponsorships are subject to the Sponsorships, Donations and Gifts Made by MacEwan Policy.
- 3.2.2 Sponsorship is permitted when there is a clearly demonstrated relationship between a faculty, program or department and the Affiliated Entity that has a direct benefit to the university in the form of a qualitative and/or quantitative contribution. The information specifying the direct benefit to the faculty, program, department or university will be included in the Request for Space – Affiliated Entity. If the affiliation or contribution needs clarification or verification, CAES will contact the Dean or Executive Officer responsible for the area submitting the request.
- 3.2.3 Fees for Facilities, Services, and equipment can be covered by the faculty, program or department and/or the Affiliated Entity.
- 3.2.4 The event may be held in the name of the Affiliated Entity or in association with the faculty, program or department.

- 3.2.5 Allowing an unaffiliated person or Group to use Facilities, Services, or equipment under the guise that the event or Group is an Internal Entity or Affiliated Entity is prohibited.

### 3.3 Requests for Facilities

- 3.3.1 The following areas are responsible for booking university space for Affiliated Entities and External Entities:

1. Conservatory of Music: All conservatory space at Alberta College Campus for music bookings only
2. Christenson Family Centre for Sport and Wellness: Pool and all specialized spaces in the Centre
3. Conference and Event Services: All Facilities not specified above

### 3.4 Affiliated Entity Requests for Facilities

- 3.4.1 All requests for Facilities submitted to Conference and Event Services (CAES), shall follow the following process:

**Step 1** Event Organizer submits the request for Facilities to CAES. If the Affiliated Entity will be sponsored, the request includes:

- nature of relationship, and
- contribution in qualitative or quantitative terms.

**Step 2** CAES will provide an initial consultation to the Event Organizer. This will include recommended space and availability, an event plan analysis and cost quotation based on the event requirements, Facilities, Services, and equipment, and Affiliated Entity rates.

**Step 3** Event Organizer determines if the Affiliated Entity will be sponsored and confirms:

**Option 1:** Affiliated Entity pays all costs for Facilities, Services, and equipment

**Option 2:** Faculty, program or department determines which costs they will pay for and what costs will be paid for by the Affiliated Entity.

**Option 3:** Faculty, department or program agrees to pay all costs for Facilities, Services, and equipment.

**Step 4** CAES prepares Facility and Services Agreement for the Affiliated Entity and/or Letter of Agreement with the faculty, program or department. Once the required agreement(s) are fully executed the booking is considered final.

**NOTE:** When an event generates revenue via registration or admission fees, the Affiliated Entity is not eligible for a reduction of costs for Facilities used. All other Services and equipment are direct costs and Fees cannot be reduced or waived.

### **3.5 External Entity Requests for Facilities**

- 3.5.1 All requests for any university Facilities by External Entities are referred to and managed by Conference and Event Services (CAES) with the exception of the Conservatory of Music for music related bookings and Christenson Family Centre for Sport and Wellness for pool and specialized spaces.

### **3.6 Consultation**

- 3.6.1 CAES may consult with other University departments, including, but not limited to, Security Services, Facilities, Risk Management and Insurance, Office of General Counsel, Office of Communications and Marketing, to determine whether the booking request will be accepted or declined.

- 3.6.2 The University reserves the right to decline a request for Facilities when:

- The University does not have the resources to accommodate the request
- The event is not suitable for the Facilities requested
- Use does not follow this procedure or is in conflict with the Facilities Rental Policy
- The proposed event is not as described when the request or booking was made
- The event may be unlawful
- The event may disrupt the University's business
- The event may present a risk to the Facilities or people using the Facilities
- The group has previously misused university space or has amounts owing to the University
- An emergency occurs that prevents the University from proceeding with the booking

### **3.7 Fees**

- 3.7.1 Fees are based on fee schedules set by the University service units (i.e. Conference and Event Services, Security Services, Facilities Operations and Maintenance, Information and Technology Services) and are reviewed annually. Fees are quoted at the time of the booking and are updated if requirements of the booking change.

## **4.0 RELATED POLICIES, PROCEDURES, 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

## **5.0 ACCOUNTABILITY**

### **Responsible Office**

Conference and Event Services

## **6.0 HISTORY**

### **Relevant Dates**

Approved: **21.04.20**

Effective: **21.06.03**

Next Review: **26.06**

### **Modification History**

**21.04.20:** New Procedure. Approved by President's Policy Committee on April 20, 2021 and effective upon approval of the revised Facilities Rental Policy by the Board of Governors.