



Medicine Hat College Policy FACILITY BOOKINGS

Policy #:	FL-01
Policy Authority:	Manager, Hospitality and Conference Services Director, Brooks Campus and Regional Stewardship
Executive Sponsor:	Vice-President, Advancement and Community Relations
Approved by:	President
Effective Date:	September 6, 2018
Next Mandatory Review Date:	September 6, 2023
Frequency of Review:	Every 5 years

1. POLICY OBJECTIVE

College facilities are managed to support the institution's mandate of educational instruction, student development/engagement and administrative activities. The purpose of this policy is to promote good stewardship of college facilities and identify principles and priorities for facility use.

2. POLICY SCOPE

This policy applies to all internal and external users interested in renting college space and/or equipment from Medicine Hat College (MHC).

3. DEFINITIONS

- **Internal Users:** employees, students, employee associations, and student associations.
- **External Users:** a group or individual who is not an internal member of MHC who wishes to book facilities.

4. PRINCIPLES

4.1 While teaching and learning is MHC's core business, the use of college facilities by community groups is encouraged and facilities are made available to external users when not required for college activities or priorities.

4.2 The following facility booking priorities apply:

1. regularly scheduled MHC credit courses;
2. regularly scheduled MHC non-credit courses;
3. regularly scheduled credit courses sponsored by other post-secondary institutions;
4. college meetings, activities and events;

5. external meetings, activities and events for which the college is a partner;
and
 6. other external meetings, activities and events.
- 4.3 Requests for use of Medicine Hat campus facilities are to be directed to the Event Bookings and Planning Coordinator (or booked via preferred software system).
 - 4.4 Requests for use of Brooks campus facilities are to be directed to the Director, Brooks Campus and Regional Stewardship.
 - 4.5 MHC reserves the right to refuse an event request based on but not limited to simultaneous functions due to catering services, noise factors between the areas, disruption to campus life and safety.
 - 4.6 Medicine Hat campus enforces a pay parking policy and a valid parking permit is required.
 - 4.7 If MHC believes that external organization requests are not consistent with MHC's mandate or values, or will be in contravention of MHC policies or procedures while on campus, MHC has the right to refuse to rent to those organizations or groups.
 - 4.8 External organizations must enter into a written event confirmation/contract with MHC prior to using any MHC facilities.
 - 4.9 Facility use must be consistent with all relevant legislation and MHC policies and procedures.
 - 4.10 Various types of visual/audio equipment available, refer to Appendix A – Media Use on Campus.

5. RESPONSIBILITIES

- 5.1 **Manager, Hospitality and Conference Services** is responsible for
 - (a) providing advice on compliance to this policy, and
 - (b) reviewing requests from external users.
- 5.2 **Event Booking and Planning Coordinator** is responsible for
 - (a) coordinating internal and external facility bookings at Medicine Hat campus.
- 5.3 **Director, Brooks Campus and Regional Stewardship** is responsible for
 - (a) providing advice on compliance to this policy, and
 - (b) reviewing requests from external users.
- 5.4 **Administrative Support for the Director, Brooks Campus and Regional Stewardship** is responsible for
 - (a) coordinating internal and external facility bookings.

6. RELATED POLICIES

FL-02: Catering Services
HS-02: Smoke Free Environment
6.11: Alcohol Management

7. RELATED INFORMATION

Appendix A – Media Equipment Used on Campus

ORIGINAL COPY SIGNED

Wayne Resch
Acting President and CEO

Date: September 6, 2018

ORIGINAL COPY SIGNED

David Petis
Vice-President, Advancement and

Date: September 6, 2018

DOCUMENT HISTORY

September 2018 Revised policy approved