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## Heritage College Procedure #13 relating to Facilities Use and Rental

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**Subject:** Procedures relating to Facilities Use and Rental

**Administrator:** Director of Building Services

**Issuing  
Service:** Building Services

**Coming  
into Force:** April 25, 2006

**Revised:** April 6, 2011

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### **Purpose**

The purpose of this document is to provide standard procedures for the use and rental of Heritage College facilities.

### **Application**

These procedures apply to any individuals or groups wishing to use or rent Heritage College facilities<sup>1</sup>.

### **Procedures**

#### **1) Use/Rental Application and Process**

Under normal circumstances, applicants must complete and submit the appropriate application form to Building Services at least ten (10) working days prior to the planned activity. Forms may be obtained from Building Services (Rm. 111F).

The Director of Building Services, or a delegate, will decide, within three (3) working days, on the approval of an application. The user/renter will be notified of the decision by the College. In order to retain the booking the user/renter must sign and return the approved application to Building Services, along with any applicable fees and deposits<sup>2</sup>, within two (2) working days after receiving notification of approval.

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<sup>1</sup> Also see *Heritage College Policy #29 concerning Facilities Use and Rental*; as well as *Reference Document #P29.1, Facilities Use and Rental—User Categories*; *Reference Document #29.2, Facilities Rental Fee Schedule*, and *Reference Document #29.3, A-V Equipment Rental Rates*.

<sup>2</sup> See Reference Document #P29.2 for more details about fees and required deposits.

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Under normal circumstances, in the case of a rental activity, a 50% deposit of the total of all rental-related fees must be paid upon the signing of a rental agreement; however, if the rental activity is to be held less than five (5) working days after the signing date, a 100% deposit of the total of all rental-related fees is required.

### 2) Smoking and Serving of Alcohol on College Premises

Smoking and the sale of tobacco are prohibited within the boundaries of the car circulation area outside the College building. Smoking may take place beyond the beltway surrounding the College building. The user/renter shall be responsible for enforcing this regulation<sup>3</sup>.

Users/Renters planning to serve alcoholic beverages must obtain the appropriate alcohol permit and must supply Building Services with a copy of said permit prior to the beginning of the activity. The following requirements apply:

- Alcohol Liability Insurance in an amount *not* less than two million dollars must be obtained, with Heritage College named as an additional insured; and
- a Liquor License must be obtained from *la Société des alcools du Québec*, said license to be displayed by the user/renter where alcohol is served.

### 3) Custodial Staff/Security Guards

Custodial staff and security guards are on duty for the care and protection of College property; they are not supervisors of an activity in progress.

When alcoholic beverages are served, the use/rental agreement must include security guard and maintenance staff services.

### 4) Cancellation of Use/Rental Agreements

#### 4.1) User/Renter-Initiated Cancellations

The user/renter must advise the College, in writing, of any cancellation, at least five (5) working days prior to the beginning of the intended activity. This written cancellation must include the signature of the user/renter.

After a rental agreement has been signed, an additional cancellation fee will be charged in the event of a renter-initiated cancellation. (See *Reference Document #P29.2 Facilities Use and Rental—Fee Schedule*).

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<sup>3</sup> See *Heritage College Policy #21 concerning Protection Against Tobacco Smoke* for more details.

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No reimbursement will be made if a user/renter-initiated cancellation occurs after the specified 5-working-day deadline.

### 4.2) Cancellations due to Inclement Weather or Emergencies

Use/rental agreements shall be void during days when the College is closed due to inclement weather or in the event of an emergency.

### 4.3) Reimbursement/Rescheduling

Applications for reimbursement or rescheduling of any College-initiated cancellations must be submitted within the 12-month period following the cancellation date. Rescheduling will be undertaken at no additional cost to the user/renter.

## 5) Parking

For parking fees, see *Reference Document #P29.2, Facilities Use and Rental Fee Schedule*.

The College does not assume responsibility for accidents, damages or theft with respect to any vehicles on its property. Furthermore, the College is not responsible for parking violation fines issued by the City of Gatineau.

## Revision

These procedures will be reviewed at least every five (5) years by the Director of Building Services, and revised as required.

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### Related Documents

This document is to be used in conjunction with:

- *Heritage College Reference Document #P29.1 Facilities—Use Categories*<sup>4</sup>
- *Heritage College Reference Document #P29.2 Facilities Use and Rental—Fee Schedule*<sup>5</sup>
- *Heritage College Reference Document #P29.3 Facilities Use and Rental—Audio-Visual Equipment Rental Rates*<sup>6</sup>
- *Heritage College Facilities Use/Rental Service Agreement Form*<sup>7</sup>
- *Heritage College Procedure #13 relating to Facilities Use and Rental*<sup>8</sup>
- *Heritage College Procedure #13 relating to Facilities Rental*<sup>9</sup>
- *Heritage College Policy #7 concerning Parking*<sup>10</sup>
- *Heritage College Policy #23 concerning the Use of Electronic Networks*<sup>11</sup>
- *Heritage College Policy #21 relating to Protection Against Tobacco Smoke*<sup>12</sup>
- *Heritage College Policy #6 concerning A Respectful Workplace Free of Discrimination and Harassment*<sup>13</sup>
- *Heritage College Policy #24 concerning Standards of Student Conduct*<sup>14</sup>
- *Heritage College Procedure #6 relating to Breaches of the Rules of Student Conduct*<sup>15</sup>

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<sup>4</sup> Copies of this document are available from Building/Computer Services.

<sup>5</sup> Ibid.

<sup>6</sup> Ibid.

<sup>7</sup> Ibid.

<sup>8</sup> Ibid.

<sup>9</sup> Ibid.

<sup>10</sup> Ibid.

<sup>11</sup> Ibid.

<sup>12</sup> Copies of this document are available from the Director General's office.

<sup>13</sup> Ibid.

<sup>14</sup> Copies of this document are available from Student Services.

<sup>15</sup> Ibid.