

# Facility Rental Procedure

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Functional category</b>	Operations
<b>Parent policy</b>	Facilities Operations Policy
<b>Approval date</b>	January 10, 2024
<b>Effective date</b>	January 10, 2024
<b>Procedure owner</b>	Vice President, Administration and Chief Financial Officer
<b>Procedure administrator</b>	Director, Campus Services

## Overview

NorQuest College (college) offers the community its facilities for rent subject to availability of space given educational and operational requirements, reputational risk to the college name or brand, risk of injury or liability to the college, and other specific terms and conditions that are outlined in a rental agreement.

Authority to establish this policy is derived from the [NorQuest College Board of Governor's Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

## Procedure

The college has a variety of spaces available for rent and special events.

- Standard Spaces – classrooms, computer laboratories, and meeting rooms.
- Specialized Spaces - Corporate Training Lab, Hospitality Lab, Innovation Studio and Indigenous Student Centre.
- Non-standard Spaces – atrium, private celebration space, etc.

All inquiries may be directed to the Business Service Specialist at [rentals@norquest.ca](mailto:rentals@norquest.ca) or 780-217-1933.

The rental of these spaces is subject to the following conditions:

- Priority will be given to college programming and events.
- Facility rental rates are typically to be no less than a cost recovery basis. Rates are set by Campus Services and are subject to change without notice.
- Rental activities are to be carried out within normal college business hours and in a manner that will minimize disruption to students, staff, and college operations.
- A Facilities Rental Agreement shall be completed for each type of rental space.
- The college may, in its sole discretion, impose restrictions on the renter's activities, services provided, products used, consumed or displayed, items for sale, promotional materials or any other aspect of the rental.
- Renters shall be a minimum of 18 years of age.

Rental requests are to include:

- Name of Renter
- Contact telephone number of Renter
- Address of Renter
- Organization affiliation
- Purpose for the rental
- Description of space requested
- Date(s) and time(s) requested
- Furniture and equipment requested
- A drawing/sketch of any furniture set-up

- Electrical requirements to support displays, demonstrations or equipment
- A list of equipment, materials, items or products brought in for decorating, display, demonstration, heating food or other purposes
- Parking requirements
- Special requirements

The college will consider the request and contact the requestor within three (3) business days to provide information on availability, cost, additional requirements and rental agreement details.

Before the facility rental is authorized, the requestor shall:

- Sign the Facility Rental Agreement thereby agreeing to all terms, conditions, requirements, and obligations.
- Provide all applicable business licenses and permits required by federal, provincial, municipal or other regulatory bodies, authorizing their activities at the college.
- Agree to pay the specified facility rental fee in full, 14 calendar days prior to their scheduled event.
- Provide a Certificate of Insurance confirming comprehensive general liability insurance in an amount of \$2 million.
- The college may, after completing a risk assessment of the renters' proposed activity, alter the insurance requirements.

### **Sponsorship of Space**

Sponsorship of space is permitted when there is a demonstrated relationship between the college and the external client illustrating a direct benefit to the college in the form of a qualitative and/or quantitative contribution. A synopsis detailing the direct benefit to the faculty, program, department, or college shall be included in the initial rental request. The Business Service Specialist may require more information or clarification from the requestor at their discretion prior to any approvals.

Fees associated with a space rental can be covered by the faculty, program, department, and/or the external client.

## Consultation

The Business Service Specialist may consult with other college departments including, but not limited to, Emergency and Business Services, Facilities Operations, Marketing and Communications, Events, Business and Technology Services, and Information, Risk and Compliance to determine whether the rental request will be accepted or declined.

- The College reserves the right to decline a space rental request for any reason at its sole discretion including but not limited to the client is not in alignment with NorQuest College's ethics and values as outlined within NorQuest College's strategic plan ([NorQuest 2030: We Are Who We Include](#)), Anti-Racism Policy, and [Code of Conduct Policy](#).

## Cancellations

- Cancellations of rental spaces shall be in writing by emailing [rentals@norquest.ca](mailto:rentals@norquest.ca).
- Cancellation requests received a minimum of 14 calendar days prior to the rental date will receive a full refund of their rental.
- Cancellation requests received less than 14 calendar days prior to the scheduled rental date may choose to move their event to a different date. Funds paid for the event may be applied to a different date, or refunded with a 10% administrative fee retained by the college.

## Non-Compliance

Any individual or group not complying with this procedure or the terms and conditions of the Facility Rental Agreement may:

- have their rental agreement terminated before or during their event;
- be prohibited from renting facilities in the future; or
- not be permitted on college property.

## Definitions

N/A

## Related information

### NorQuest College

- [Access to College Property & Facilities Procedure](#)
- [Anti-Racism Policy](#)
- [Atrium Fire Safety Procedure - Singhmar Centre for Learning](#)
- [Code of Conduct Policy](#)
- [Children on College Property Procedure](#)
- [Facilities Operations Policy](#)
- [Facility Closure and Suspend Operations Procedure](#)
- Facility Rental Agreement (available from Campus Services)
- [NorQuest 2030: We Are Who We Include](#)

### External

- [Freedom of Information and Protection of Privacy Act](#)
- [Gaming, Liquor and Cannabis Act](#)

## Next review date

January 2028

## Revision history

Date	Version Number	Action
April 2015	V1	New (replaces Standard Practice 4.10 Facility Rental).
June 2019	V2	Updated for clarification, added types of spaces, updated to reflect organizational changes, added rate information, updated legislation and related procedures.
August 2019	V3 (published as V2-C)	Compliance Office template & reorganization update.

November 2020	V4 (published as V3)	Updated Administrator to Business Enterprise.
January 2024	V5	Updated for clarification, added sponsorship requirements, and consultation terms, and removed terms and conditions.