

FACILITY RENTAL PROCEDURE

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

Functional Category:	Operations
Parent Policy:	Facilities Operations Policy
Approval Date:	November 17, 2020
Effective Date:	November 17, 2020
Procedure Owner:	Vice President, Corporate Services and Finance
Procedure Administrator:	Director, Business Enterprise

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.

Procedures:

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

- Standard Spaces – classrooms, computer laboratories, and meeting rooms. Inquiries may be directed to rentals@norquest.ca or 780-644-6216.
- Specialized Spaces - Corporate Training Lab, Hospitality Lab, Innovation Studio and Indigenous Student Centre. Inquiries may be directed to rentals@norquest.ca or 780-644-6216 who will forward to the appropriate contact.
- Non-standard Spaces – atrium, private celebration space, etc. Inquiries may be submitted using the [Event Proposal Form](#) located on the Q.

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

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

- 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, 50% reservation deposit and, where applicable, the damage deposit.
- 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.

Terms and Conditions

Rental terms and conditions include, but are not limited to, the following:

- Renters and those attending must adhere to all terms, conditions and requirements specified in the Facility Rental Agreement.
- The renter of the space must remain in attendance for the duration of the rental activities, including the clean-up at the end of the rental period.
- The activity must remain within the space provided as specified in the Facility Rental Agreement.
- Renters of space shall not offer services or products that would compete directly or indirectly with NorQuest College's products or services.
- The college does not provide furniture, fixtures and equipment or support services to rental groups except for those specifically identified in the Facility Rental Agreement.
- An individual or group renting college facilities, or the attendees thereof, shall not have in their possession, display, offer for sale or give away any type of weapon, explosive, illegal or illicit products, products or services controlled by federal, provincial, or municipal licenses or products or services deemed by the college to be inappropriate.
- The college will not rent space to individuals or groups that are associated or affiliated with any individual, group or organization that believes in, or promotes, racial superiority, hate or discrimination or may hold philosophy or values that are not consistent with that of the college.

- Renters are to ensure pathways and exit routes to doorways remain clear and unobstructed and that their attendees are made aware of emergency procedures and fire evacuation routes.
- Materials, items or products brought in for decorating, display, demonstration or other purposes must be preapproved by Facilities. Anything considered hazardous, flammable or easily combustible will not be permitted.
 - Only safety approved (e.g. CSA certified) devices and equipment will be considered for display or demonstration.
- Displays, services or activities must not impede or disrupt normal traffic flow in the area rented or any adjoining space.
- Confetti, decorative sparkles, rice, glitter or other such materials are not permitted.
- Open flames of any kind are not permitted.
- All gaming / gambling activities are subject to Alberta Gaming, Liquor and Cannabis Commission policies, procedures, licensing and other legislative requirements.
- When alcohol is to be served or provided as part of the rental event it is to be included on the appropriate form / agreement and must follow Alberta Gaming, Liquor and Cannabis Commission policies, procedures, licensing and other legislative requirements.
- The college may, at its discretion, assign alternate space to a renter.
- The renter is responsible to keep the rented space neat, clean and free of any potential safety hazards. At the end of the rental period the renter is to:
 - remove all renter supplied displays, furniture, equipment or other materials,
 - place all garbage in disposal containers, and
 - ensure that the premises are cleaned up and left in its original condition.

Cancellations

- Cancellations of rental spaces are to be sent to rentals@norquest.ca.
- Cancellation requests received at least 14 calendar days prior to the rental date will receive a full refund of any deposits.
- Cancellation requests received less than 14 calendar days prior to the scheduled rental date will not be eligible for refund of the reservation deposit.

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,
- be prohibited from renting facilities in the future, or
- not be permitted on college property.

N/A

Definitions:

Related NorQuest College Information:

- [Access to College Property & Facilities Procedure](#)
- [Atrium Fire Safety Procedure - Singhmar Centre for Learning](#)
- [Children on College Property Procedure](#)
- [Facilities Operations Policy](#)
- Facility Rental Agreement (available from Business Enterprise)

Related External Information:

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

Next Review Date:
Revision History:

March 2024

April 2015: new (replaces Standard Practice 4.10 Facility Rental)
June 2019: updated for clarification, added types of spaces, updated to reflect organizational changes, added rate information, updated legislation and related procedures.
August 2019: Compliance Office template & reorganization update
November 2020: updated Administrator to Business Enterprise