

# Guidelines for Booking Learner Centre Space



## Overview

The Learner Centre (LC) was designed as a multi-purpose space for learning, service provision, and student gathering for academic work. The LC provides reading materials, electronic resources, academic and technology support, and physical amenities for individual study and collaboration.

Each request to use LC space is evaluated to ensure minimal disruption of the learning environment in the LC. We aim to balance the need for programming spaces with the necessity of maintaining an environment that supports student learning. All users of the LC must respect the [Community Agreement](#).

## Guidelines

- Bookings are not permitted for students or external organizations, or for activities that do not directly serve NorQuest students and staff.
- Requests to post flyers will be considered case by case and are subject to [display procedures for common areas](#).
- Maintaining an environment conducive to learning is our priority. The LC reserves the right to refuse use of space that may create excess noise and disruption to learners.
- Events organized by LC departments take precedence over other events.
- Each space is unique. While some spaces provide less exposure, they may be more appropriate given the noise levels they generate and their proximity to study areas. Meeting rooms in the Learner Centre are designated for student use only.
- Public performance rights are required for events involving the screening of films or videos. Note that this can take several weeks and typically involves a licensing fee. The library can assist in this process or refer to appropriate departments.

- Learner Centre Space Requests must be submitted 2 weeks in advance using the [Space Booking Request Form](#). All LC events will be listed on both the NorQuest Library's website and the NorQuest College events listing ([norquest.ca/events](http://norquest.ca/events)). All requests will be evaluated considering purpose, availability, and the academic schedule.
- Requests to use LC spaces may be denied during times of high student demand for LC services, such as during exam week or the start of term.
- Food and drinks without lids are not permitted in the Learner Centre.
- Events must be scheduled within regular Learner Centre hours, including set up and tear down.
- Filming and photography in the Learner Centre are subject to NorQuest College policy.
- Event organizers are responsible for providing signage, tablecloths, AV equipment, and other supplies.
- Unless LC service areas are co-hosting the event, LC staff are not available to assist with registration, set up, hosting, or teardown. Facilities can be contacted for assistance moving furniture.

To inquire about using the Learner Centre, please contact [\*\*library@norquest.ca\*\*](mailto:library@norquest.ca)

Relevant college procedures:

[Space Allocation and Utilization Procedure](#)

[Brand Asset Library](#)

[Managing Common Areas Wall Space Procedure](#)

[Photography/Media Consent and Release Form Procedure](#)

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