



Northlands College Policy Facilities and Equipment

POLICY STATEMENT

Northlands College will share its facilities and equipment with people and organizations for the purpose of education or community activities in accordance with the following Policy and Guidelines.

GUIDELINES

1. Northlands College students and programs will be given first priority for any classroom space or equipment.
2. Northlands College does not intend to compete with local businesses and will enter an agreement with an organization only when commercial alternatives are not available in the community.
3. User organizations shall assume liability for any damage to facilities and equipment during the course of use. Use is permitted by the College with the understanding that the user organization indemnifies and saves harmless Northlands College from any and all user actions resulting in damage.
4. Facilities and equipment used by an organization should be returned to the College in the same condition as it was received. The organization will be invoiced for any cost that results directly from the organization's use. Examples of such costs would be the cost to repair damages, extra cleaning or security required specific to the contract, photocopies made or supplies used, and other costs not listed that are beyond the basic costs recovered by the rental contract.
5. No space or equipment will be rented to an organization without a mutually signed contract submitted to the Finance Department. Individuals authorized to sign a contract in accordance with this policy and on behalf of the College are either the Director of Finance and Operations or the President & CEO.
6. Staff and students are subject to the same policy and guidelines provided herein.

Classroom or Office Space

7. The cost for classroom space, to an organization will be in the amount published in the most currently distributed rental rates provided by the Director of Finance and Operations for Northlands College plus any additional cost incurred as a direct result from the contract. Should the time required for that space be less than the monthly rates provided in that document, the cost would be prorated to a daily rate for the term of the agreement.
8. Use of the space must be limited to the purpose described in the contract and the tenant will be



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subject to all policies regarding use of College facilities in the Northlands College Policy Manual.


Some basic examples of policies that should be followed while utilizing space at Northlands College include:

- Alcohol will not be consumed on Northlands College property, and
- Pets and animals are not permitted in any Northlands College facility without explicit prior approval and for a specific purpose (Note: this policy does not apply to service animals).

Equipment

Northlands College typically does not store surplus equipment. The College is willing to participate in a contract arrangement on a case-by-case basis should it be mutually beneficial to both parties and there be no conflict with local commercial businesses.

9. The organization removing equipment from College premises for any reason, must attach to the contract, proof of insurance specifically for the equipment removed and for the duration of the contract.
10. Equipment must be used responsibly and for the purpose it is intended.
11. Northlands College will not be liable for damages that result from use of the equipment.
12. Any cost incurred by the College to repair, replace, or retrieve equipment used by another organization will be invoiced to the organization.

Policy Originated: April 20, 1995	Approved by: President & CEO
Last Approved: January 2018	Signature: 



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Appendix A

See the most current classroom rental rates currently named 2016/17 amended Jan 2017 Classroom Rental Rates.