

Policy Title:	CMCC Facilities Use		
Category:	<input type="checkbox"/> Institutional - Board	<input type="checkbox"/> Academic - Administrative	
	<input checked="" type="checkbox"/> Institutional - Administrative	<input type="checkbox"/> Employment - Administrative	
Approved by:	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
Date approved:	August 31, 2017	Effective date:	August 31, 2017
Policy Sponsor:	Vice President, Administration & Finance	Date last reviewed:	January 2019
Date of Mandatory Review (expiry date)	August 2024	Date of last revision of Procedures	August 31, 2017

1 POLICY

1. The building and grounds are used primarily for the academic activities of the institution.
2. After meeting the academic needs of the institution, the facilities may be reserved for use by members of the CMCC community and others.
3. Use of CMCC facilities for non-academic purposes will be subject to availability of space and approval of the user group and their activities.
4. CMCC requires that insurance coverage, sufficient for the temporary use of its space and as deemed necessary by the institution, has been arranged and is in force in order to protect the interests of the institution as well as its members and guests.
5. Users of CMCC space will be held financially responsible for any damages attributable to their use of furnishings, equipment, building, facilities or for injury to persons.
6. Users of space must comply with all CMCC policies and regulations, municipal by-laws and statutory obligations.
7. CMCC reserves the right to refuse requests to use its facilities in its sole discretion.

2 PURPOSE

To regulate the non-academic use of CMCC facilities.

3 SCOPE

CMCC employees, students and guests.

4 INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

- Federation of Canadian Chiropractic Standards for Doctor of Chiropractic Programmes, Section III Criteria for Accreditation: Inputs/Resources, Standard E, 4. (General Programme Facilities)

5 RELATED POLICIES (not a comprehensive list)

- Access to CMCC
- Personal Property Protection

6 DEFINITIONS

Non-academic purposes are defined as activities not directly related to delivery of the undergraduate or graduate programs.

New Policy Approved (date):

Use of CMCC Facilities for Non-Academic Purposes – Nov 24, 2005

Policy Revision History (dates):

CMCC Facilities Use -January 26, 2006

August 31, 2017

January 2019

-----**END OF POLICY**-----

7 PROCEDURES

Requests to use CMCC facilities for non-academic purposes must be submitted in writing to the Division of Continuing Education, in accordance with current procedure.

1. CMCC Divisions, Departments, Organizations and Faculty/Staff

CMCC facilities are provided to the groups in this category free of charge, except when the service of CMCC staff and security are required at times they would otherwise not be available.

CMCC's food services provider must be provided an opportunity to quote on all food services required by users of space in this category.

Individuals wishing to use the facilities for purposes other than those related to their work will fall under Category 3.

2. Student Groups

This category includes all student organizations/clubs recognized by CMCC through the collection of their fees and student groups recognized by the Students' Council.

In all cases, these groups will pay for any setup, security, parking, audio-visual costs, as required.

CMCC's food services provider must be provided an opportunity to quote on all food services required by users of space in this category.

Student groups are required to name a person with whom arrangements will be made and to whom all charges for special services, if any, will be directed.

Individual students wishing to use the facilities for purposes other than those related to student groups will fall under Category 3.

3. Accredited External Organizations and/or Individuals

Accredited organizations or individuals are those with a special or direct relationship with CMCC, normally of an educational or professional nature, and are not for profit in operations.

Approved status will be granted upon the submission and acceptance of a written request, directed to the Division of Continuing Education at CMCC.

CMCC's food services provider must be provided an opportunity to quote on all food services required by users of space in this category.

If an admission fee is charged, the organization will be charged a facilities rental fee, as established from time to time. In all cases, these groups will pay for any set-up, security, parking, and audio-visual costs, as required.

4. Other External Organizations

Approved status will be granted upon the submission and acceptance of a Room Rental Application and Approval form, directed to the Division of Continuing Education at CMCC.

All individuals or organizations not otherwise noted above are required to pay a rental fee for the use of CMCC's facilities.

CMCC's food services provider must be provided an opportunity to quote on all food services required by users of space in this category.

New Procedure Approved (date):

January 26, 2006

Procedure Revision History (dates):

8 ATTACHMENTS

None