

BOUCHER INSTITUTE POLICY

Policy Title: Room Bookings Policy

Date of Initial Board Approval: October 7, 2019

Date of Last Approved Revision:

Person(s) Responsible for Implementation & Adherence: Facilities Coordinator

Related Procedures: Room Booking Procedure

PURPOSE

The purpose of this policy is to establish the terms, conditions and guidelines for the booking of non-assigned Boucher rooms and spaces.

POLICY

Boucher rooms and spaces are primarily to be used to further the academic mission, vision and values of the school. Once these needs are met they may be used as public facilities to be booked for meetings, education or training seminars and community interest events.

1. Groups using the facilities may not limit attendance on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, age, gender or gender expression, sex, sexual orientation, or mental or physical disability as defined by the BC Human Rights Code and the Canadian Charter of Rights and Freedoms.
2. All events (guest speakers, third party delivered courses, open labs, holiday celebrations, fundraising initiatives etc.) and meetings (for clubs, associations, committees etc) must be booked in advance through the Room Booking and Event Procedure before the event can be scheduled. This procedure is to avoid double-bookings and to ensure events have the appropriate approval to be delivered on-campus.
3. Boucher reserves the right to impose conditions and/or limitations on the use of rooms and spaces and to withdraw or deny access to them;
 - a. If it determines that the use may interfere with the Institute's operations or activities or the safety and security of persons and facilities,
 - b. for failure to follow this policy or the associated procedure
 - c. if the applicant has invoices outstanding for three months
4. Boucher may assess and collect fees or costs for the use of Boucher rooms and spaces and take action to pursue any remedies or damages if its policies and procedures or booking or use agreements are not followed.
5. All users of Boucher rooms and spaces are required to comply with all applicable Institute policies, as well as all federal and provincial legislation and regulation and municipal by-laws relating to private property and the rights of individuals and the Institute.
6. This policy applies to the booking of all Boucher rooms and spaces. This includes classrooms 1,2,3,4,5,6,7 the boardroom, the BNSA student lounge, suite 110, all four open spaces and the second floor foyer.

7. It is the responsibility of the renter to evacuate the room in the case of emergency or fire alarm.

Mandatory Liability Insurance

All facility users are required to carry liability insurance and must provide a liability insurance certificate in the amount of \$2,000,000 per occurrence, including full participant coverage and naming the Boucher Institute as an additional insured party.

1. The Institute is not responsible for theft or loss of articles or property belonging to persons renting space or the attendees
2. The Institute is not responsible for damages arising out of occupancy by any person or group renting space. Any damages must be paid by the renter.

Space Priorities

Boucher rooms and spaces are primarily for the academic, administrative and research use of the school

1. Large school-wide events such as Convocation and Board of Governors meetings and vendor fairs supersede most other reservations.
2. Internal Users have priority in the booking of Boucher rooms and spaces.
3. Normally, the priority ranking for the use of BINM space that is generally available for booking is:
 - a) Space use for general teaching for approved courses, seminars, laboratories, and tutorials of study leading to degrees, diplomas or certificates of the Institute, including associated academic activities such as examinations and tests;
 - b) Space use for restricted teaching that is to be used for a faculty's or department's teaching needs;
 - c) Priority is given to our sponsor bookings on Tuesdays and Wednesdays between 12pm and 1pm Room 4.
 - d) Non-credit educational activities
 - e) Student studying activities.

Equipment and hours

Audiovisual equipment is available at no extra charge. There is no guarantee that IT staff will be available to provide AV assistance on the day of the booking. Should training be desired on the use of AV equipment, it should be arranged at least one week in advance.

- Each classroom has a notepad with internet connection, overhead projector, screen and seating space for 35 persons
- The Boardroom is equipped with a laptop with internet connection, overhead projector and seating space for 12 persons
- Rooms are available Monday to Friday from 4:00-21:00pm, Saturday and Sunday 8:00-18:00

Fees

- There is no charge for booking free internal events
- Events which charge participants will be charged
- Staff and faculty may apply for a discount on the room rental.
- All external events are subject to a charge