

**Policy Title:** Use of University Resources  
**Policy Approver:** President’s Office  
**Policy Holder:** Administrative Services  
**Executive Lead:** Director, Finance and Administration  
**Category:** Operational  
**Original Date:** November 2011  
**Last Revised:** January 2013  
**Next Review:** November 2013

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## Approval Statement

With the approval of the President of Yukon College, this policy is hereby deemed in effect the 10<sup>th</sup> day of January, 2013.

Karen Barnes

January 10, 2013

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President, Yukon College

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Date

### 1. Purpose of Policy

The facilities and resources of Yukon University are primarily for use by its students, faculty, and staff for activities and programs that are directly related to the basic educational, cultural, recreational, and on-campus organizational activities.

Employees are responsible for ensuring that their use of University resources complies with this policy at all times.

Classroom instructors are the stewards of their individual classroom. This is especially important in the following specialized classrooms; Welding Shop, Carpentry Shop, Electrical Shop, Commercial Kitchen, Chemistry Lab, Biology Lab, Survey Technology Shop, Machine Shop, Plumbing Shop and Mining Simulators. No employee should expect to use any specialized classroom without the responsible instructor in attendance during the activity.

Employees may make incidental personal use of the following University resources:

- telephones (local calls only)
- fax machines (local calls only),
- e-mail, Internet access, photocopiers and computers and related equipment.

Employees may not use the following University resources for personal purposes:

- Vehicles, labs, trade shops, print services, postage services, and courier services.
- Personal telephone calls that are long distance are strongly discouraged, however, if the need arises, it is the employee's responsibility to note the date and the time and make the necessary arrangements to reimburse the University for the charges.
- Personal faxes that are long distance are strongly discouraged, however, if the need arises, it is the employee's responsibility to note the date and the time and make the necessary arrangements to reimburse the University for the charges.

### Facility Rental

All rentals of facilities shall conform to the following general principles:

- These will not interfere with student activities to any significant degree.

- Preference will be given to events which are deemed relevant and beneficial to the University.
- All events with liquor shall conform exactly to the Yukon Liquor Corporation Regulations and will have a request for a liquor permit approved by the Director, responsible for Facilities or their designate before the event. Participants under legal age will not normally be allowed to attend liquor events.
- Fee structure shall be applied consistently and will incorporate a tiered structure where the highest fee is normally assessed to commercial events generating revenue and the lowest fee assessed to community events such as team sports. A discounted rate will be assessed to non-alcohol events.
- Rental fees may be waived by the Director, responsible for Facilities although any direct costs for set up, clean up or damages will normally be recovered.
- All facility rentals shall be scheduled and recorded by the Facilities Coordinator.
  - All rentals shall be covered by an Agreement for Use which adequately safeguards the University's interest including the signing of a waiver and indemnification.
  - All events requiring food service shall request these services from the University Food Services department. Normally outside caterers shall not be permitted to cater for events on Ayamdigut Campus.

### **Equipment Loans and Rentals**

University equipment will not be loaned (or rented) to employees or the public at any time unless the equipment is specified as part of a facility booking.

## **2. Governing Legislation and Relevant Documents**

University Act

Board Policy as outlined in the Board Policy Handbook

The Strategic Plan 2008 – 2013

### 3. Procedures

Subject to operational requirements, employees may be permitted to use University facilities and classrooms for personal use during normal operating hours for organized group activities such as badminton, Yoga etc. after having signed the appropriate waiver. Employees must contact the Facilities Coordinator to book space for such activities.

Employees who violate this policy may be subject to disciplinary action.

#### COMMUNICATION OF POLICY

Supervisors are responsible for ensuring that all employees are aware of this policy.

#### REGULATIONS FOR THE USE OF YUKON UNIVERSITY FACILITES

Agreement : 1.0 All users shall enter into an “Agreement of Use” with the University and execute a Release and Indemnity. Both are to be signed and returned to the Facilities Coordinator prior to the event.

#### Cancellation/ Postponement:

1.1 For a major event such as a conference, the “Agreement of Use” must be signed two weeks prior to the event. Users may be charged 25% of rental fees for cancellation later than two weeks before the event. If the user(s) require additional rooms as the event approaches, and if they are available, these will be added to the Agreement.

#### Supervision/ Conduct:

2.0 Use of the University labs, shops and kitchen and use of equipment in labs, shops, kitchen and the gymnasium shall be under the supervision of an individual qualified to provide such supervision and as may be required under the Occupational Health and Safety regulations. It is the responsibility of the user(s) to obtain prior approval from the University when any hazards (e.g. toxic chemicals, electrical hazards) associated with their use of the facility are to be

used. On approval, the user(s) must take all reasonable precautions to mitigate potential accidents.

2.1 Use of all University facilities shall be appropriately supervised by the user(s).

2.2 All activities shall comply with health and safety requirements. (In the Gym, access to a first aid kit is NOT provided.)

2.3 Any misbehavior/harassment directed at the University staff, students or bona fide visitors may result in denial of future use of University facilities.

### Food & Beverages:

3.0 Consumption of food and beverages is generally permitted in the classrooms, hallways and gymnasium, but not the computer labs.

3.1 Food services shall generally be provided through the University cafeteria. If external catering is requested, event planners must seek prior approval of the manager, Food Services. A sign, bearing the name of the external caterer must be displayed at the food station(s).

3.2 Sale of food, beverages, products or services, when authorized, shall be subject to the conditions: that it is not potentially detrimental to the reputation of the University or its programs; is not hazardous; does not incur liability to University staff, students, board of Governors or Government of Yukon; and is in compliance with legal and regulatory requirements.

3.3 The user is responsible for any damage incurred by the serving of food and beverages.

Smoking: 4.0 Smoking is NOT allowed anywhere within the University building, and only at designated smoking platforms.

Equipment: 5.0 All equipment and special or additional furnishings required for the event shall be checked before the event and returned in good order at the completion of the event. (AV equipment will be attended to by University library staff).

5.1 Unless other arrangements have been made, user(s) shall be responsible for restoring rooms as per diagrams on walls.

**Damages/ Liability:**

6.0 The user(s) shall be financially responsible for any extra custodial work as well as any loss or damage to University or government property on University premises resulting from the event.

6.1 The University will not be responsible for damage to or loss of personal property of user(s) and their guests or patrons.

6.2 Damage deposits may be required, and the user(s) may be required to provide proof of liability insurance against claims for personal injury or property damage which may occur as a consequence of the event and from the conduct of any participant in the event. After completion of the event the Facilities Supervisor and Facilities Coordinator shall prepare a report assessing any loss/damage, misconduct of participants and any other relevant information. The user(s) shall be notified immediately and required to reimburse the University for any assessed loss/damage etc. If no damages are evident the damage deposit will be refunded forthwith.

6.3 The use of tape, nails, thumb tacks and any other fasteners which may damage walls or ceiling surfaces is prohibited.

6.4 Any violations of the regulations/procedures or conduct resulting in injury and/or loss of or damage to property may result in denial of future use of University facilities. The President, at his or her discretion, shall notify the user(s) of future denial of facility use where significant problems have occurred.

**Liquor:**

7.0 Alcohol shall not be brought into or consumed on any of the University campuses, except for pre-authorized events. Non-medical drugs are prohibited in or on University premises.

7.1 Application for liquor permits for consumption of liquor in the University facilities shall be authorized by the Director Administrative Services or their designate. Liquor permits shall be secured prior to the event and displayed as required under the regulations.

- 7.2 User(s) must comply with the Yukon Liquor Corporation regulations.
- 7.3 Persons under 19 years of age shall not participate in any liquor events except in rare circumstances where the event is a recognized family event and a suitable permit is obtained.
- 7.4 Liquor shall be served only by persons trained or experienced in bartending.
- 7.5 Consumption of liquor shall be restricted to the approved location(s).
- 7.6 Additional bonded security and supervision shall be provided by the user(s).

Alternate Venue:

- 8.0 The University takes no responsibility for alternate accommodations in the event of what may be deemed "Acts of God" or other such unforeseeable events or catastrophes.

#### **4. Other Related and/or Accompanying Documents**

FORM (attached)

Appendix A - Facilities Rentals

**APPENDIX A - FACILITIES RENTALS**

*Prices are subject to change without notice. GST, audiovisual equipment, set up costs, etc. are extra.*

**Classroom** - Up to 32 seats

\$15/hour; \$60/day; no damage deposit

**Classroom** - 33-50 seats

\$19/hour; \$95/day; no damage deposit

**Lecture Hall**

\$30/hour; \$150/day; \$200 damage deposit

**C1440 (Glass Class) and Boardroom**

\$30/hour; \$150/day; \$200 damage deposit

**Lounge or Common Area**

\$55/hour; \$275/day; \$200 damage deposit

**Gym - non-sports events**

\$240/hour; \$1,200/day; \$2,000 damage deposit

**Gym - weight room** (not exclusive)

\$10/hour; damage deposit to be determined

**Gym - sports events** (non-profit)

\$28/hour; \$140/day; damage deposit to be determined

**Cafeteria (no kitchen)**

\$80/hour; \$400/day; \$500 damage deposit; \$100 clean-up fee

**Language and Food labs**

\$30/hour; \$150/day; \$500 damage deposit

**Nursing lab** - no equipment

\$30/hour; \$150/day; \$500 damage deposit

**Science labs and Trades shops** - Insurance req'd, consumables charge

\$30/hour; \$150/day; \$500 damage deposit; \$50 equipment rental

*Rates for computer labs and other areas upon request.*

**Audiovisual Equipment Available from Library**

Wood Lectern - \$5/day

Laser Pointer - \$5/day



Mic Stand - \$5/day  
Tape Recorder - \$10/day  
Microphones - \$10/day  
Flip Chart and paper - \$15/day  
16MM Projector - \$15/day  
Overhead - \$15/day  
Screen - \$15/day  
Opaque Projector - \$15/day  
CD Player - \$15/day  
Full Lectern - \$15/day  
VCR - \$20/day  
Slide Projector - \$20/day  
TV - \$20/day  
Mobile PA System (with 1 mike & stand) - \$20/day  
TV Monitor - \$20/day  
Video Camera and Tripod - \$30/day  
Mic Lectern (both types) - \$30/day  
Conference Phone - \$30/day  
Smart Board - \$30/day  
TV/VCR set - \$35/day  
VCR Projector & VCR - \$75/day  
Computer Projector - \$75/day  
Satellite Dish/Receiver - \$75/day