



Policy	#7-02
Approved By:	Leadership Team
Effective Date:	March 11, 2024
Date of Approval:	January 23, 2024
Previous Version Approval Date(s):	May 30, 2022 February 20, 2006 June 25, 1997 October 4, 1995 July 6, 1991
Date to be Reviewed:	January 2027
Administrator Responsible:	Vice President, Finance & College Services

USE OF NIC FACILITIES AND CAMPUS GROUNDS

POLICY STATEMENT

The primary purpose of North Island College (NIC) facilities and campus grounds are to provide space for the delivery of education and training programs. All NIC scheduled educational and training activities, including internal bookings, will receive priority access to facilities and will be guided by Policy 3-25 Instructional Timetabling and Space Allocation.

NIC commits to a distinctions-based approach that respects and acknowledges the territorial title and pre-existing and inherent rights of the First Nations on whose lands the college campuses are situated. NIC partners and consults with the Indigenous Education Council on an ongoing basis to ensure the unique rights, interests, and circumstances of Indigenous peoples are acknowledged, affirmed, and implemented.

NIC community partners, associations, organizations, and individuals may be provided access to book college facilities and campus grounds when available space exists and the request meets the principles and guidelines set out in this policy.

PURPOSE STATEMENT

The purpose of this policy is to outline the principles and guidelines of how college facilities and campus grounds may be accessed and booked for use by internal, student and external users.

SCOPE AND APPLICATION

This policy applies to all internal, student and external user groups wishing to book NIC facilities or campus grounds outside of NIC regular scheduled business that is guided through Policy 3-25 Instructional Timetabling and Space Allocation.

PRINCIPLES

1. All facilities belong to the College and therefore will support the primary business of the College to deliver education and training opportunities. These activities will be scheduled in accordance to [Policy 3-25 Instructional Timetabling and Space Allocation](#).
2. NIC commits to a distinctions-based approach that respects and acknowledges the territorial title and pre-existing and inherent rights of the First Nations on whose lands the college campuses are situated.
3. The College permits the use of its facilities and campus grounds by internal, student and external user groups where space is available and where such use does not conflict with the College's Mission and Values and:
 - a. does not cause interference with the orderly functioning of the College or infringe on the rights or privileges of others;
 - b. these rights include the right to peaceful pursuit of campus activities and to enjoy the rule of law;
 - c. does not promote hatred or discrimination against, or expose to contempt, any person or group of persons as applicable under legislation or law;
 - d. abides by [NIC Policy 3-06 Community Code of Academic, Personal and Professional Conduct \(Code of Conduct\)](#)
 - e. does not advertise, promote or operate programs or services that are in competition with College programs, and does not compete with College activities including commercial activities such as the bookstore, or otherwise conflict with current contracts or agreements; and
 - f. does not directly or indirectly contravene provisions of any law, statute, regulation, by-law, enactment, policy, or otherwise, of Canada, of the Province of British Columbia or the regional Municipality where the campus is situated. This includes the Criminal Code of Canada, the Human Rights Act of British Columbia, the Freedom of Information and Protection of Privacy Act and other laws of general application.
4. Use of NIC facilities or campus grounds by community groups does not imply endorsement by the College of any activity, behaviour or belief of product.

DEFINITIONS

External Users include, but are not limited to, individuals, Indigenous nations, community partners, associations, organizations and commercial enterprises.

Internal Users includes anyone who is an employee of the College and booking space for the purpose of delivering education and/or advancing the mission and goals of the college.

Students Users includes individual NIC students, NIC student groups or clubs and the North Island Student Union (NISU).

GUIDELINES

1. Facilities and campus grounds may be booked through a centralized system, managed by the College's Facilities department.
2. Not all college spaces will be available for bookings. The College reserves the right to refuse space requests.
3. Indigenous Gathering Places on NIC campus grounds are culturally relevant spaces for connection, education and celebration. All activities in the Indigenous Gathering Places must support the goals of NIC's Indigenization Plan.
4. External users of facilities or campus grounds will be required to sign a Facilities Use Agreement that outlines Terms and Conditions which will include the right to refuse or cancel use of facilities when:
 - a. the use is in conflict with this policy and/or any other NIC policy, or deemed not suitable for the request;
 - b. the proposed activities are not as described when booked;
 - c. the activity may be unlawful or present a risk to public safety or persons using the facility;
 - d. an emergency occurs that prevents the College from proceeding with the booking.
5. A fee schedule will be established by the Vice President responsible for Facilities and approved by the Leadership Team for External User groups.

PROCEDURES

Procedures outlining the implementation of this policy are included as appendices to this policy:

APPENDIX A - Priorities for use and rental of college facilities and campus grounds

APPENDIX B - How to book available NIC facilities and campus grounds

APPENDIX C - Basic Facility Rental Fees for External Users

Cross Reference:

[NIC Policy 3-25 Instructional Timetabling and Space Allocation](#)

[NIC Policy 3-06 Community Code of Academic, Personal and Professional Conduct \(Code of Conduct\)](#)

British Columbia Government Declaration of the Rights of Indigenous Peoples Act, 2019,

<https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/19044>

[Working Together](#), NIC's Indigenization Plan

NIC USE OF NIC FACILITIES AND CAMPUS GROUNDS POLICY

APPENDIX A - Priorities for use and rental of college facilities and campus grounds

Use of college facilities and campus grounds are either college-related functions or community-related functions. **College-related functions** include functions that support the primary business of the College to deliver education and training opportunities. **Community-related and private/commercial functions** include functions that are outside College business but adhere to the principles and guidelines within this policy for external use. College-related functions are given priority over community related functions. Priorities within these two categories are further outlined in the following two tables.

1. Priorities for use for College-Related Functions

Function	Priority of Use	Description
Instructional Use (Degree, Certificate and Diploma credit classes & Continuing Education non-credit programming)	1a	All classrooms are booked by the Office of the Registrar and have the highest priority, in accordance with Instructional Timetabling and Space Allocation Policy #3-25. (Includes breakout rooms required as part of instructional delivery. Includes assessment services and Department of Accessible Learning services).
Student Services Functions	1b	Includes, but not limited to the following events: <ul style="list-style-type: none"> • Student orientation • Recruitment events • Student welcoming events • Graduation • Career/Volunteer fairs • Student cultural activities
NIC Governance Functions including Board of Governors, Indigenous Education Council, Education Council and the NIC Foundation Board	1c	Includes: <ul style="list-style-type: none"> • Meetings • Board retreats • NIC Foundation functions • Official visits and tours by dignitaries • Official openings and ceremonies
Administrative Functions	1d	Includes: <ul style="list-style-type: none"> • Departmental training sessions • Interviews of NIC work applicants • Internal faculty or departmental functions and celebrations • Administrative meetings
Employee Groups and groups working to advance the mission of the college (includes internal users and student users)	2	Includes: <ul style="list-style-type: none"> • NICFA functions • CUPE functions • North Island Students' Union (NISU) • ElderCollege • NIC Alumni • Approved extra-curricular activities sponsored by College departments

2. Priorities of Use for Community-Related and Private/Commercial Functions

An internal employee, student or external user group may book NIC facilities and campus grounds for community-related functions or private functions. Priority of use depends on the function (see chart below). If two community related functions of equal priority of use are booked in the same room at the same time, priority is given to the event that first booked.

- a. **Internal Users:** NIC employees can book available college spaces for academic and educational functions that advance the mission and goals of the college. Bookings are made through the facilities department with a service desk ticket which includes the function and details of the event (e.g. time, number of people, etc.). For Indigenous Gathering Spaces, the request must include how the activity supports the goals of Working Together. No facilities use contract is required nor are rental fees applied however the employee assumes responsibility to ensure that the facility use principles are adhered to and that the space is left in the same condition as it was prior to the function.
- b. **Student Users:** Students can access college spaces for academic and educational functions by contacting the appropriate internal user (faculty or department). NISU can book facilities by contacting the appropriate facilities representative. No facilities use contract is required nor are rental fees applied however NISU assumes responsibility to ensure that the facility use principles are adhered to and that the space is left in the same condition as it was prior to the function.
- c. **External users:** Community members can book the facilities available through the Facilities department for either a community function (priority of use #4) or a private function (priority of use #5). The external user will be required to sign a Facilities Use agreement and pay the fees set out in the fee schedule. NIC supports Indigenous-led events and their self-determined rights and territories. The basic facility rental rate may be waived by the office of Indigenous Education.

Function	Priority of Use	Description
Academic and educational functions that advance the mission and goals of the college. The facility is booked by an internal or student user.	3	<p>Academic and educational functions include activities that extend learning and educational opportunities beyond those delivered by the college and mutually benefit both the internal college community and the external community. This could include activities that promote social and economic community development such as workshops, documentary films, and events that promote equity, diversity, inclusion, reconciliation and sustainability.</p> <p>Internal users and student users can also book the Indigenous Gathering Spaces for cultural and educational activities beyond those delivered by the college. Activities must support the goals of Working Together. To ensure NIC involvement in these community-related events, contact the Community Engagement department.</p>

Community Use, Indigenous nations and organizations, not-for-profit organizations activities. The facility is booked by an external user.	4	External community functions that don't advance the mission and goals of the college but benefit the community. This could include events that showcase or connect individuals and/or groups. A Facilities Use contract is required and community rental rates are applied.
Private or commercial function. The facility is booked by an external user.	5	Private functions that benefit the user including functions hosted for monetary gain. A Facilities Use contract is required and commercial rental rates are applied.

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APPENDIX B - How to book available NIC facilities and campus grounds

Internal users:

1. NIC employee will book facilities through the Facilities department with a [service desk ticket](#) which includes a description of the function.
2. If the facility requested is an Indigenous Gathering Space, please include how the activity supports the goals of [Working Together](#).
3. If the event is a community-related function that advances the mission and goals of the college (priority of use #3), please contact [Community Engagement](#) to support booking process and communications.
4. If function is outside of college hours, Facilities must be aware of event (either through the service desk ticket or to the appropriate facilities contact).

Student users:

1. Contact the appropriate NIC department, faculty or NISU to assist with booking. (E.g. [Office of Global Engagement](#), [Student Life](#), [Community Engagement](#), [Indigenous Education](#)).
2. NIC department/faculty contact will follow the internal user booking process. NISU will contact the appropriate campus facilities representative. No facilities use contract is required nor are rental fees applied.

External users:

1. Contact Facilities at the relevant campus. <https://www.nic.bc.ca/about-us/our-locations/>
2. Facilities representative will provide the Facility Use Agreement and support the booking process including arranging payment.

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APPENDIX C - Basic Facility Rental Fees for External Users
 (note additional fees if applicable)

Community use: External community functions that don't advance the mission and goals of the college but may benefit the community. This could include events that showcase or connect individuals and/or groups. There is no monetary gain for the organization.

Private/Commercial use: Private functions that benefit the user including events hosted for monetary gain.

Full day rates automatically apply after 4 continuous hours of rental time.

Type of room	Community use – priority of use #4	Private/Commercial use – priority of use #5
Classroom		
-half day	\$50	\$100
-full day	\$100	\$200
Computer lab		
-half day	\$150	\$300
-full day	\$300	\$400
Cafeteria (excludes kitchen)		
-half day	\$150	n/a
-full day	\$300	n/a
Stan Hagen Theatre		
-half day	\$100	\$200
-full day	\$200	\$300
Qəpıx?ida?as		
-half day	\$100	\$200
-full day	\$200	\$300
Outdoor Indigenous Gathering spaces		
-half day	\$50	\$100
-full day	\$100	\$200
Campbell River Student Commons Area		
-half day	\$150	n/a
-full day	\$300	n/a

Additional fees

	Community use	Commercial use
Administration fee	\$25	\$25
Janitorial fee (weekends)	\$80	\$80
After hours security fee (Weekdays and weekends)	\$40/hour (4 hours minimum)	\$40/hour (4 hours minimum)
Security for alcohol event	\$40/hour (4 hours minimum)	\$40/hour (4 hours minimum)
GST	5%	5%

Note: The college campuses are closed on statutory holidays. Bookings on stat holidays will be considered on a case-by-case basis. Bookings will also incur increased security and janitorial costs.