

administration • reference memo

keywords

- **USE OF COLLEGE'S PUBLIC SPACE**
 - **BY STUDENT CLUBS OR GROUPS**
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This policy covers requests made by Capilano College students who are currently registered at the College and have formed a club or group for non-profit social purposes.

GENERAL

- All requests must be made, at least one week in advance, to the responsible College department as listed below.
- All requests must be first made through the Capilano Students' Union (CSU) to ensure all clubs or groups are sanctioned by the CSU. The CSU will then relay any valid request to the appropriate College department.
- Clubs or groups must consist of registered Capilano College students ("College students") with the exception of occasional guests or special events. The intent is for space to be made available to College students and not to individuals or others not registered as College students.
- Clubs or groups cannot assign their approval to use College space to others who are not College students.
- When requested by the College, persons occupying the space must be able to produce College Identification (i.e. Cap Card) otherwise they may be requested to leave.
- College operations will have first right to any space therefore clubs or groups may be displaced by College activities at any time.
- The College, at its sole discretion will decide if it will or will not grant permission and does not accept any liability whatsoever when permission is denied or rescinded.
- Clubs or groups that are granted use of College space must ensure that recruitment or the dissemination of information is passively marketed (i.e. no aggressive sales).
- Any room or space used must be returned to its original set-up and condition. Failure to do so may result in future requests being denied and/or costs being assessed to the group.
- Any behaviour that is deemed to be disruptive, aggressive, confrontational, or considered to be a form of harassment will not be tolerated by the College and any permission previously granted will be revoked immediately and the person(s) asked to cease the activities.

REQUESTS TO USE FOOD COURT/BIRCH BUILDING ATRIUM

Written application must be made, via the CSU, to the Director, Contract Services and Capital Planning. Copies of any advertising, promotional, and/or information pieces that will be displayed or disseminated by the club or group must be submitted with the request. The College does not accept any liability in relation to the material used.

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Use of space will only be permitted during the first two weeks of each of the Fall and Winter terms and will be limited to a maximum of one day per week per club or group during this period. This is in recognition of the high demand for food services and seating at these times.

During the summer term(s) the space can be reserved during the first four weeks of term and will be limited to a maximum of one day per week per club or group during this period.

Location of people and/or materials will be limited to locations within the Food Court and Atrium area as determined by the Director, Contract Services and Capital Planning. Requests will be considered on a first come first serve basis and are dependant upon availability of the space.

Outside of the allotted time periods noted above; student clubs or groups must find alternate space, such as the CSU building, for their display/promotion purposes.

College program areas may make special requests for use of space for fund raising, graduation or classroom activities, promotion of programs or courses, or hosting representatives from other educational institutions. These activities are dependant on program outcomes and are not bound by the time periods set out above though will be considered on a first come first serve basis.

The Capilano Students' Union election activities are exempt from the time period constraints above.

REQUESTS TO USE EXTERIORS AND HALLWAYS

Written application must be made, via the CSU, to the Director of Buildings and Grounds.

The Director of Buildings and Grounds is responsible for granting permission for use of public areas such as exteriors and hallways on Campus (but not the Food Court nor for classroom space).

The same use parameters apply as for the Food Court/Birch building Atrium space.

REQUESTS TO USE CLASSROOM SPACE

College classroom bookings take precedent over all student clubs or groups.

Written application must be made, via the CSU, to the College's Room Booking department.

SPORTSPLEX AND THEATRE

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Not covered by this policy. All bookings are with the Manager of that particular area.