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|  Policies and Procedures | | Number 4120 | Title Use of Staff Lounge (Castlegar Campus) | |
| | | Replaces | R9060.1 | |
| | | Effective | 2007-02-25 | Next review : |
| Executive Responsibility | Administrative Responsibility | Recommended by Policy Review Committee | | 2012-06-20 |
| Vice President Finance Administration | Campus Manager | Recommended/Approved by Education Council | | N/A |
| | | Approved by President | | 2012-07-10 |

1 PURPOSE

This policy outlines procedures for booking and use of the Castlegar Staff Lounge for meetings, meals, classes and community access.

2 SCOPE / LIMITS

This policy applies to all employees of Selkirk College and to community members booking the Castlegar Staff Lounge.

3 PRINCIPLES

The Castlegar Staff Lounge serves as a retreat and dining area for faculty and staff, and as a meeting place for college groups. For the purpose of this policy, retreat and meal times are between the hours of 1100 – 1400, with the heaviest usage being between 1200 – 1315 hours.

The following additional uses may be considered:

- (1) regular and occasional use by community groups.
- (2) occasional use for irregular meetings.
- (3) occasional use for irregular meal parties.
- (4) occasional use for student events.

Any circumstances not covered by this policy will be referred to the Campus Manager for clarification and/or recommendation.

4 PROCEDURE

4.1 General Use

- (1) External users must book the facility through the Castlegar Campus Manager's office. All internal bookings must be made through the room search function located under *Staff/Tools and Resources* on the Intranet. Room bookings should be made 2 weeks in advance wherever possible.

- (2) Scheduled classes will not be held in the lounge.
- (3) No exclusive meetings should be scheduled between 1100 hours and 1400 hours (retreat and mealtime), unless within the approved guidelines stipulated in item 4.1.7.
- (4) Occasional meetings of large groups should only be booked into the lounge for times at which it is presumed it is not in use as a retreat.
- (5) Meetings should only be booked into the lounge if it is a suitable space. Any special set-up or A/V equipment required should be booked with the appropriate departments.
- (6) Occasional community or student use of the lounge must not exclude faculty and staff from regular meal time access, nor establish a precedent for ongoing access.
- (7) In exceptional cases with a minimum of two weeks notice, meal parties of a size or other nature excluding faculty and staff from lounge use at regular meal times may be approved by the Campus Manager.
- (8) College groups shall be encouraged to find alternate times for meal parties rather than at the time of heaviest faculty and staff use (1200 hours to 1315 hours). No regular meal parties shall be scheduled between 1200 hours and 1330 hours with the exception of special work groups at the college providing two weeks' notice.
- (9) Meals scheduled beyond 1830 hours may include overtime and/or custodial charges.
- (10) Overtime charges will apply to groups who do not arrive at scheduled times.
- (11) All activities are to be concluded by 2300.

4.2 Functions Involving Alcoholic Beverages

- (1) All catered and non-catered events must be booked through campus management with details of food services forwarded to the Food & Residence Manager.
- (2) The staff lounge is licensed under a food primary license. All events must include catered food services provided by the college to allow the consumption of alcoholic beverages of any kind.
- (3) If an outside group books any of Selkirk College licensed facility staff lounge and wish to host the bar, the following criteria must be met:
- (4) Food and Residence Manager must be notified 60 days in advance in order to file a temporary suspension of the liquor license. No suspensions will be granted without catered food provided by Selkirk College;
- (5) the booking group is responsible for the suspension fee of \$110.00 (subject to change from Liquor Control Board) and will be included in the invoice;
- (6) the booking group must use a certified Serving It Right staff bartender at a rate of \$25.00/hr

(minimum 4 hours);

- (7) the booking group must obtain a Special Occasion License from the Liquor Control Board (at their own expense) and follow the guidelines set out by Liquor Control and Licensing Branch for quantity of alcohol purchased;
- (8) the person in charge of obtaining the license will be required to have completed the Serving It Right certification and will be responsible for the event, the welfare and safety of their guests, and any damages incurred.

Supporting forms, if any

Other relevant policies:

4310 Serving and Consumption of Alcohol
4000 Consumption of Food and Beverages in the College Campuses
4110 Facility Use
4100 Facility and Equipment Leases
4310 Serving and Consumption of Alcohol