

 <b>Policies and Procedures</b>		Number 4140	Title <b>Facilities Access – After Hours &amp; Weekends</b>		
		Replaces	NEW		
		Effective	January 2, 2013	Next review :	January 2, 2018
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee	December 19, 2012		
VP Finance Administration	Director of Facilities	Recommended/Approved by Education Council	N/A		
		Approved by President	January 3, 2013		

## 1. PURPOSE

This policy fulfills the following purposes:

- (1) provides standardized guidelines with regard to facilities access outside of standard business hours as related to continuing education, conference, and community user access; and
- (2) ensures security of building and college property as well as the safety of staff, students and the public.

## 2. SCOPE / LIMITS

This policy applies to Selkirk College facilities at all campuses, including – but not limited to – main buildings, classrooms, gymnasiums, and dining facilities. Exceptions made to this policy are at the discretion and approval of the respective Campus Manager or Extension Centre Coordinator for each site.

This policy refers only to additional staffing of weekend attendants; events requiring custodial attention will incur related expenses accordingly.

## 3. DEFINITIONS

For the purpose of this policy, 'keyholder' will be defined as a person who is a regular employee of the college designated and responsible for providing secure access to the required facility who is familiar with the policies and appropriate usage of equipment at the site. 'This does not include external instructors/parties or service providers.

## 4. PROCEDURE

All bookings must follow the standard room-booking procedure for the respective campus (i.e. online room search function, reservation with room booking clerk/switchboard, etc), to ensure that the space is available and in appropriate condition for use.

Bookings must be communicated to the Campus Manager or Extension Centre Coordinator a minimum of one week in advance to ensure that access to the facility can be arranged by the Campus Manager.

After a booking is approved, maintenance must be contacted to ensure that magnetic locks are disabled according to the requirements of the users and that air handling systems are active.

## 5. FACILITY ACCESSIBILITY

### 5.1 Sessional Accessibility – Weekend Attendants

Weekend Attendants are employed at each of the main campuses (i.e. Nelson (3), Castlegar) as sessional employees (i.e. September – April/May). The hours of operation at each campus are determined based upon usage and student need for access; additional hours required that fall outside of the set times are payable by the requesting party.

### 5.2 Non-sessional Accessibility

During times outside the scope of sessional appointments (i.e. April/May – August), the campuses are closed on weekends unless otherwise arranged through Campus Management/Facilities. Access to facilities during this period will require an on-call Weekend Attendant to be onsite for the duration of the event, and the cost of this is paid by the requesting party.

Mag-lock override of regularly scheduled lock times is not permitted without a Weekend Attendant onsite, as it results in open access for both intended and non-intended participants and thereby poses a security and safety risk.

The following limited accessibility exceptions will apply during the non-sessional months:

#### (1) Continuing Education

Continuing Education classes with 25 or fewer students may access the facility without an on-site Weekend Attendant provided that:

- a Selkirk keyholder:
  - is onsite for the full duration of the session as Instructor (i.e. non-participant in session),
  - holds a key to the campus main entrance and relevant classroom(s),
  - manually unlocks the front entrance for student access to the campus (*i.e. mag-locks will not be adjusted for in-and-out privileges*),
  - performs a security “walk through” at the end of the session, once all participants, etc. have been escorted out of the facility,
    - Security includes: vacant facility, lights out, projector off, closed/secured doors (interior/exterior) and windows, etc.
- entrances and exits remain closed *and* locked at all times (i.e. no propping)
- emergency contact information and the name of the party responsible for ensuring above requirements are reviewed and in place with the respective Continuing Education Coordinator **and/or** Manager, Continuing Education and Contracts.

#### (2) Conference Services

Events where attendees are contained within three rooms or fewer in the same area/wing of the facility may access the facility without an on-site Weekend Attendant, provided that:

- the Continuing Education/Conference Services Coordinator for the event:
  - is onsite for the full duration of the session in a non-participatory/non-instructional capacity,
  - holds a key to the campus main entrance and relevant classroom(s),
  - acts as the ‘go to’ person for the Conference facilitator and participants/attendees,
  - manually unlocks the front entrance to the campus for participant access (*i.e. mag-locks will not be adjusted for in & out privileges*),
  - ensures that all college policies are upheld by attendees,
  - performs a security “walk through” at the end of the session, once all participants,

- etc. have been escorted out of the facility,
  - Security includes: vacant facility, lights out, projector off, closed/secured doors (interior/exterior) and windows, etc.
  - entrances and exits remain closed *and* locked at all times (i.e. no propping).

### **(3) Internal Activities / Meetings**

For the purpose of this policy, 75% or more of the attendees/participants must be Selkirk employees to qualify as an "Internal" booking. Events comprised of less than 75% employee attendees deems the event "External" and all policies relating to External Facility Bookings will apply. Internal events and/or meetings will not require on-site Weekend Attendant for access to and usage of the facility provided that:

- At least one keyholder is nominated as the primary contact(s) for the event and thereby:
  - is responsible for admitting and escorting non-Selkirk employee participants in and out of the building,
  - is onsite for the full duration of the event,
  - holds a key to the campus main entrance and relevant classroom(s),
  - acts as the 'go to' person for the participants/attendees,
  - manually unlocks the front entrance to the campus for participant access (i.e. mag-locks will not be adjusted for in and out privileges),
  - ensures that all college policies are upheld by attendees,
  - performs a security walk through at the end of the session, once all participants, etc. have been escorted out of the facility,
    - Security includes: vacant facility, lights out, projector off, closed/secured doors (interior/exterior) and windows, etc.
    - entrances and exits remain closed *and* locked at all times (i.e. no propping).

## **6. OTHER RELEVANT POLICIES**

4010 No Smoking

4110 Facility Use