

 Policies and Procedures		Number 4170		Mir Centre Usage		
		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 establishes guidelines for the usage of the Mir Centre.

2. SCOPE / LIMITS

This policy applies to users of the Mir Centre.

3. PRINCIPLES

The Mir Centre will be available for use by community groups and organizations subject to the procedures elaborated below.

A facility-use fee shall be levied to cover support costs incurred for all use of the Mir Centre. Where there are reciprocal facility-use agreements between the College and community groups or organizations, the facility-use fee may be waived.

The primary use of the Mir Centre is to provide for the College's educational needs. Only events that do not conflict with the programming, mission and goals of the College will be considered.

All normal College procedures and regulations regarding the use of alcohol, the no-smoking policy, the serving of food and beverages, and the expectation of appropriate personal conduct will apply to all individuals or groups who use the Mir Centre. Facility users will be responsible for ensuring compliance with all such regulations.

4. PROCEDURE

The Mir Centre is booked and billed in four-hour blocks regardless of whether the event is one hour or four hours long.

No external catering permitted.

Extra charges apply for any additional set-up, custodial support and/or security.

A rate schedule detailing service and support levels may be obtained from the Campus Manager.

Classes may be scheduled in the Mir Centre for “special” events only (i.e. special presentations, speakers, etc). No fees are levied for classes.

Internal users may submit a booking request online through the “Room Search” option on the Staff Resources section of the College website. Bookings are not confirmed until approval is provided by email from the Campus Manager’s office. An account code must be provided for the fee of \$50 per four hour block. Bookings that are comprised of 75% or more College community attendees or where the event is hosted by the College but open to the public are deemed to be internal bookings. All other bookings are considered external.

External users wishing to book the Mir Centre must forward requests to the Campus Manager - Castlegar for consideration.

5. GENERAL TERMS & CONDITIONS OF USE

For safety reasons, open flame (including candles) is not permitted in the Mir Centre.

Signage and other materials may not be affixed to the exterior or interior of the Mir Centre.

Policy 4110: Facility Use will apply to all users, and external community users will be subject to terms identified in the Facility Rental Agreement.

Selkirk College Policy 4010: No Smoking applies.

6. OTHER RELEVANT POLICIES

4010 No Smoking

4110 Facility Use

4310 Serving and Consumption of Alcohol