

 Policies and Procedures		Number 4150	Title Gathering Place 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	2013-02-15		

1. PURPOSE

This policy fulfills the following purposes:

- (1) establishes a set of values that guide the usage of the Gathering Place; and
- (2) provides a list of priority user groups; and
- (3) describes how activity can honour the space.

2. SCOPE / LIMITS

This policy applies to the use of the Gathering Place building including its round room, elders' room, project room and kitchen area, as well as its surrounding courtyard.

3. PRINCIPLES OF THE GATHERING PLACE

The Selkirk College Gathering Place is a sacred space:

- that reflects the character, community, and traditions of Aboriginal cultures;
- for Aboriginal and students and community knowledge holders to gather and learn from each other;
- where all Selkirk students learn about and practice culture; and
- where the College community, including its external communities, can develop and grow.

4. DEFINITIONS

Aboriginal - as used in the context of this policy refers primarily to First Nations, Metis and Inuit people but does not exclude indigenous people worldwide who "resolve to maintain and reproduce their ancestral environments and systems as distinctive peoples and communities"¹.

¹ United Nations Permanent Forum on Indigenous Issues, found July 2, 2012 at <http://social.un.org/index/IndigenousPeoples.aspx>

5. PROCEDURE

No Booking Required

Aboriginal students will be given priority for study, gathering and learning in the project room, kitchen area and round room informally when the Gathering Place is open and not already booked.

A schedule noting the month's bookings will be provided at the entry.

The courtyard is open to all Selkirk students and staff whenever the doors are unlocked.

Booking Required

All other groups wishing to use the round room or project room should make an enquiry as follows:

- Short Notice for Informal Gatherings: if the Gathering Place is open, enquire with the gathering place attendant and if not, enquire with the Campus Facilities Coordinator.
- Booking Formal Gatherings: request an Event Enquiry form from the Aboriginal Cultural Assistant who will, within one week of receipt of the completed form, give advice on suitability, availability and costs. If the applicant decides to book based on the advice they are given after submitting the Event Enquiry form, then they will be required to request, complete and submit a Facilities Rental Agreement to the Castlegar Campus Manager, as well as to make arrangements for payment where applicable. Fees may apply for facility rental and/or associated custodial, weekend attendant, catering and other fees related to events.

6. PRIORITY OF USER GROUPS

6.1 Group Definitions

Bookings of the Gathering Place will be scheduled in this priority:

1. Aboriginal student-led functions, including study, gathering, ceremony, and learning functions;
2. Aboriginal community functions that benefit Aboriginal students;
3. general student population functions that increase understanding of Aboriginal culture and tradition;
4. College functions that increase understanding of Aboriginal culture and tradition; and
5. external community functions, especially those that increase understanding of Aboriginal culture and tradition but not excluding other events such as weddings, acoustic concerts, christenings, celebrations of life, and other peaceful forms of expression such as spiritual gatherings, book readings, and retreats where these events do not conflict with uses that benefit Aboriginal students.

6.2 Group Designation

Upon receiving a completed Event Enquiry form, the Aboriginal Cultural Assistant will verify which priority group best describes the applicant and then provide, in writing, a description of the possible fees and the facility's availability. If the interested party decides to proceed with a formal booking, the Campus Manager will assist them in completing a Facilities Rental Agreement.

6.3 Degree of Advance Booking Available to Groups

- Priority groups 1 and 2 may book and confirm at any time.
- Priority groups 3 and 4 may book and confirm up to 120 days in advance for events occurring from September through April and up to 18 months in advance for events occurring from May through August.
- Priority group 5 may book up to 90 days in advance for events occurring from September through April and up to 18 months in advance for events occurring from May through August.

Confirmed bookings will not be cancelled to accommodate a higher-level priority group. On a rare occasion, an applicant may be asked if it is possible to move to assist in accommodating a higher-level priority group.

Bookings that are comprised of 75% or more College community attendees are deemed to be College functions. All other bookings are external bookings.

7. HONOURING THE GATHERING PLACE AS SACRED SPACE

7.1 Policy

All users are requested to remember that the Selkirk Gathering Place is a sacred space. In keeping with this intent:

- alcohol is not permitted in the Gathering Place,
- Selkirk College Policy 4010: Smoking applies,
- food may be consumed in the project room and kitchen area only (food is not permitted in the round room),
- smudging for ceremonial purposes is permitted in the round room and the courtyard,
- for safety reasons, open flame (including candles) is not permitted in the Selkirk Gathering Place,
- music relating to ceremonies is permitted, where it will not impact nearby classrooms and other learners,
- signage and other materials may not be affixed to the exterior or interior of Selkirk Gathering Place,
- merchandising is not permitted in the round room of the Gathering Place, except where this activity might be part of a cultural event, for example, a fair or barter, and
- users will seek permission from a Selkirk College's Communications employee, for filming in the Gathering Place, confirming the purpose is consistent with College priorities before proceeding.

7.2 Procedure

Infractions of the above policies will be reported to the Campus Manager. If the user refuses to comply or continues to disregard the policy or policies then they may not be permitted to use the Gathering Place.

8. SUPPORTING FORMS

Gathering Place Event Enquiry Form and the Facilities Rental Agreement may be obtained from the Gathering Place Attendant.

9. OTHER RELEVANT POLICIES

6330 Smoking

4110 Facilities Use