

 Policies and Procedures		Number 4180		Shambhala Music Hall 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 fulfills the following purposes:

- (1) establishes guidelines for the usage of the Shambhala Music Hall; and
- (2) provides a list of priority user groups.

2. SCOPE / LIMITS

This policy applies to users of the Shambhala Music Hall, including students, employees, and community members.

3. PRINCIPLES

Shambhala Music Hall 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 non-College use of Shambhala Music Hall. 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 Shambhala Music Hall 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 Shambhala Music Hall. Facility users will be responsible for ensuring compliance with all such regulations.

4. PROCEDURE

Bookings of the Shambhala Music Hall will be scheduled in this order of priority:

- (1) Selkirk College music program functions, including classes, concerts, special learning functions and recitals:

Selkirk College music program functions are determined by the School Chair and will be set for the full duration of the program (i.e. September – April).

(2) Selkirk College music program student use, as related to program studies:

Selkirk College music program students will be given priority for practice, gathering and learning informally and without booking, during the period September to April when the Shambhala Music Hall is open and not otherwise in use.

(3) Selkirk College functions and Selkirk College-sponsored events:

Shambhala Music Hall may be booked for the purpose of Selkirk College functions/sponsored events at any time, as long as the requested time does not conflict with regular programming.

(4) External community functions:

All external booking enquiries for Selkirk's Shambhala Music Hall will be directed to the Campus Manager. External community functions may be booked and confirmed 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. During the period from September to April, requests for facility use will not disrupt standard programming or music student activities. External users are required to have Selkirk College technicians on-site for all events. A rate schedule detailing service and support levels may be obtained from the Campus Manager.

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

Confirmed bookings will not be cancelled to accommodate a higher level priority group.

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

5. GENERAL TERMS & CONDITIONS OF USE

Food and alcohol are not permitted in the Shambhala Music Hall.

Selkirk College Policy 4010: Smoking Policy applies.

For safety reasons, open flame (including candles) is not permitted in the Selkirk Shambhala Music Hall.

Signage and other materials may not be affixed to the exterior or interior of Selkirk Shambhala Music Hall.

6. RELATED DOCUMENTS

Shambhala Rate Schedule

Facility Rental Agreement

7. OTHER RELEVANT POLICIES

4010 Smoking

4110 Facility Use

4310 Serving and Consumption of Alcohol