COLLEGE POLICY

Policy No. & Title:	**C-201 Facilities Use**
Policy Sponsor:	Vice President, Operations
Reference Cmtee:	Policy & Procedure Committee
Effective:	2023-07-01
Next Review:	2027-04-30

Purpose
To establish the guidelines and expectations for the use of College facilities.

Scope
This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

This policy does not apply to students enrolled in programs delivered remotely or online.

Definitions
N/A

POLICY
1) The College's facilities are designed to enhance the student experience and provide a comfortable teaching and learning environment.
2) The priority for use of College facilities shall be:
   a) Scheduled Teaching and Learning.
   b) College sponsored events (guest speakers, scheduled and/or formal social gatherings).
   c) Community/Employer sponsored events.
   d) College club/association events.
   e) Public events.
3) All facility use must be approved by the Campus Director/Remote Education Director or member of the College Executive Team.
4) Facility use must not disrupt other activities on campus (classes, labs, exams, *etc.*).
5) Disruption to normal/scheduled College operations/events will be subject to disciplinary action up to and including expulsion.
6) Food and drink are permitted only in the lounge or in private offices with a closable door.
7) Food and drink are not permitted in classrooms/labs (excluding water bottles).
8) Classrooms are to be tidied and organized at the end of each class/event.

9) If assets are moved for an event:
    a) They are to be returned to their original location and configuration at the end of the event.
    b) They are not to be stacked or stored in such a manner as to cause a health or safety risk.
    c) They shall not block fire or emergency exits, doorways, halls, or any other form of access or egress to the area/building.
10) The College maintains a smoke-free environment. Therefore, smoking, including vaping and e-cigarettes, and the use of tobacco products (*e.g.,* chaw or chewing tobacco) is expressly prohibited on campus.
11) Smoking may be permitted only in designated areas.
12) Violations of the College's smoke-free environment will be met with disciplinary action up to and including expulsion.

Related Policies
P-101 Health & Safety

Supporting Documents/Forms
Special Note: There is no associated Procedure with this Policy