

	Policy No.	Replaces	Policy
	<b>E.413</b>	<b>ARM 1063</b>	<b>Executive</b>
	Policy Name		
<b>TEMPORARY RENTAL OF UNIVERSITY SPACE</b>			
Approved by	Responsibility		Category
<b>Executive</b>	<b>VP, Finance and Administration</b>		<b>Health, Safety &amp; Environment</b>
Date Issued	Date Revised	Revision	Related Policies, Reference
<b>Nov. 27, 1974</b>	<b>Dec. 5, 2012</b>	<b>1</b>	

## PURPOSE

To convey the principles of the University regarding the temporary rental/use of university interior and exterior space.

This policy is not intended to cover the use of space by the University's internal users while conducting regularly scheduled university business and in carrying out the University's mandate. It is applicable for occasional use of specialty space such as the Sportsplex, the Bosa Centre, the NSCU theatre, and parking lots.

Application of this policy will result in a consistent application of conditions for temporary rentals of the university land and building assets.

## DEFINITION

University space means all real property to which the University has right of possession, whether by way of ownership or by lease or otherwise.

## EXCLUSIONS

Rentals greater than one year require prior approval of the vice president, Finance & Administration.

## POLICY

The University's academic/administrative activities will take priority, at all times, over all rental requests, though where space is already booked and confirmed for rental the University will make a reasonable effort to find a suitable alternative, failing which, fees and deposits already paid will be refunded.

The University, at its sole discretion, may insist security be in attendance at any event and/or that janitorial or other services be provided and such costs will be borne by the renter.

The premises (lands and buildings) of Capilano University are private property and the University has the sole right to control access to the University and has a duty of care under the Occupiers Liability Act to ensure that a person or a person's property will be reasonably safe when using the premises.

Where unusual wear and tear or serious hazards are encountered at events, the University reserves the right to immediately halt and/or terminate the activity and request the immediate removal of all hazardous materials and/or conditions.

General liability insurance is a requirement for rental though this requirement may be waived at the discretion of the director, Contract Services and Capital Planning or designate.

The renter will be required to comply with all applicable University policies (e.g. collective agreement provisions, consumption of alcohol, safety & security, exclusive catering by the university provider, etc.).

A renter will be required at all times to execute a written contract provided by the University. Rental of space shall not occur without a written agreement, using the University approved rental form(s) which shall be executed by the University's director, Contract Services & Capital Planning or delegate and an authorized representative of the renter. All contracts will be held in the files of the director, Contract Services & Capital Planning.

Rental rates charged by the University will be as per the rental sheets and may change from time to time at the sole discretion of the University. Rates are set by the vice president, Finance & Administration.

Departments will have a percentage of their rental gross revenue retained by the University to cover contract administration costs.

Waiver or change of the established rental rate or the contract administration fee will only be permitted upon prior approval of the vice president, Finance & Administration.