POLICY:		POLICY NUMBER:
Rental of MITT Facilities		**FM-1**
		PREVIOUS/REPLACES: **Community Use of Winnipeg Technical College Use of College Equipment & Program Facilities Policy**
APPROVED BY: **Executive Council**	EFFECTIVE DATE AS OF: **July 20, 2017**	PRIOR VERSIONS: **October 30, 2009 March 11, 2008**

1. Policy Statement:

The primary purpose of facilities at the Manitoba Institute of Trades and Technology (to be referred to as MITT) is to support the provision of educational programs offered by the Institute. Once this obligation has been met, MITT may permit external stakeholders and current employees/alumni to use MITT facilities for other events and activities. The purpose of this policy is to set out the terms and conditions for the short term use of MITT's facilities.

MITT recognizes that as a public entity, providing access to facilities for educational, recreational, political, and religious activities is appropriate. In all cases however, the activities planned and scheduled by MITT to achieve its program mandate take priority.

MITT prioritizes and encourages the use of its facilities by educationally linked organizations, associations, and businesses who provide improved opportunities and services to students and generally benefit the Institute to fulfill its ends. Use of facilities for other purposes will be considered, but are secondary to those listed above.

Alcohol may be served at events hosted by MITT. External stakeholders that use MITT facilities are not permitted to serve alcohol under any circumstances due to zoning requirements. Any event or function where alcohol is to be served must follow all permit laws, rules, and regulations under the Liquor, Gaming and Cannabis Authority of Manitoba and conform to MITTs Drug and Alcohol policies. Under no circumstances will alcohol be served to a minor.

External permit holders are required to notify MITT when the room booking is being requested if the media is expected, and ensure that the media is only allowed to record (visual and audio) within their rented event space.

All permit holders (external stakeholders, alumni and employees) must provide proof of Liability Insurance at a minimum of $2,000,000. If the applicant does not have the required insurance it can be provided at the time of application. Premiums are subject to the type of activity and the duration of use of the MITT facility.

The permit holder is responsible for leaving the MITT facility in the same condition as received.

The permit holder shall be held liable to pay for any damage that may occur to the premises, equipment or facilities.

MITT and/or its employees do not assume any responsibility for personal belongings of permit holders brought into or left at the Institute whether by permission or otherwise.

If the booking takes place outside of regular hours, a custodian will be provided by MITT at an hourly cost to be paid by the permit holder.

All safety rules and procedures remain in effect and users must comply with legislation including the *Workplace Safety and Health Act*.

MITT reserves the Right of First Refusal with regards to food and beverage requirements.

MITT reserves the right to deny the use of facilities to any individual or group for any purpose that is inconsistent with MITT's values, image and/or reputation.

2. Scope:

This policy applies to all MITT employees.

3. Procedure:

Application Guidelines

1. An application for the rental of MITT facilities must be forwarded for consideration at least one week prior to the requested date of use. Requests for equipment and/or services will be included in the application for the permit.

2. The Customer Service Representative in conjunction with Manager, Operations will review and determine the availability and costs associated with providing access to the facility and ensure security is maintained during use.

3. Applications will be evaluated based at a minimum on the following criteria:

    - benefits derived to MITT and its students;
    - the type of event;
    - space availability;
    - previous experience with the applicant; and
    - the event is consistent with MITTs corporate values.

4. If the applicant is a MITT employee, the request must be endorsed by the Manager, Operations.

5. If approved, a permit for the intended use will be prepared and distributed to the appropriate users and impacted parties. A copy will be forwarded to Finance to ensure all invoicing is prepared.

6. All facility rental agreements must include an indemnification form signed by the applicant.

7. Should the requested use entail activities that generally provide an opportunity for the user to generate revenue or provide continuous operation the Associate Vice-President, Finance & Campus Services will be consulted to review the benefits, financial or otherwise, that can accrue to MITT.

Costs/Fees for Use

MITT will determine the costs of providing access to its facilities, use of equipment, room set-up, security, etc. and, when appropriate, assess fees for use. Activities requiring the provision of food/beverages will incur the costs as charged by the Culinary Arts & Design Program. Cost structure will be dependent on the type of use and will be determined on a cost-recovery basis.

The fee schedule will include applicable fees if an event is cancelled.

Cancellation

1. The permit holder is required to give 24 hours notification of cancellation for non-catered events.

2. If the event is being catered by MITT, the permit holder is required to give three days notification of cancellation or be held responsible for the payment of any rental and/or food costs.

Resolving Disputes

In the case of a dispute regarding the Use of MITT Facilities, this policy shall prevail along with any signed permit between the permit holder and MITT.

4. Administration:

The Associate Vice-President, Finance & Campus Services is responsible for ensuring this policy is adhered to.

5. Review:

This policy will be reviewed by Executive Council every five years. This policy shall remain in effect until amended or revoked regardless of the five-year review.

6. **Reference:**

Fee Schedule for Occasional Users Use
of MITT Equipment Policy
Workplace Safety, Health and Wellness Policy
MITT Drug & Alcohol Policy – Employees MITT
Drug & Alcohol Policy – Students
The Public Schools Act – Section 47.4
Workplace, Safety and Health Act

7. **Definitions:**

Facilities mean all MITT locations including buildings and property, whether leased or owned.