Procedures for Facility Rentals

Parent Policy:	*Facility Rental Policy*		
Procedure Reference	FARPR_2604N_AD/VPC-VCR		
Procedure Sponsors:	College Financial Officer and Vice President, Corporate Services Vice President, Enrolment and College Relations		
Procedure Contact:	Dean Community Engagement and Careers		
Stakeholders:	Employees, Students, all members of the College Community and Visitors		
Approved by:	Policy Sponsors on April 30, 2026		
Effective Date:	August 31, 2026		
Last reviewed:	December 2025	Scheduled review date:	April 2029

1. Purpose

The purpose of this document is to outline clear procedures for managing requests for Facility Rentals under the Okanagan College *Facility Rental Policy*.

2. Scope and Application

This procedure applies to all requests to rent a Facility owned or operated by the College for External Event purposes and that are not College-Related Activities as described in the *Facility Rental Policy*.

3. Procedures

Facility Rental Requests

3.1 Requests for Facility Rentals will be submitted electronically by a potential Renter or their Event Organizer to the College's Community Engagement and Careers office.

3.2 Acknowledgement of the Facility Rental request by the College is made to the potential Renter within two (2) business days.

3.3 Requests for additional information by the College from the potential Renter are sent within five (5) business days.

Facility Rental Approvals

3.4 Facility Rental requests are reviewed and approved by the Community Engagement and Careers department in alignment with the Facility Rental Policy based on:

a) Availability of space as determined by the College's prioritized use of Facilities;
b) Intended use of the space that promotes or serves the public interest and public access for the communities the College serves; and
c) Previous Facility Rental Agreement compliance as outlined in *section 3.9*.

3.5 Approval of Facility Rentals in classroom spaces occurs after confirmation of stable enrolment and final assessment periods as set by the Registrar's Office.

3.6 Consultation on Facility Rental approvals is sought from the relevant College departments as appropriate based on intended use of the space.

3.7 Consultation on the availability of requested Facility Rental services is sought from Security, Parking, Business Services, Campus Planning and Facilities Management, Information Technology, Audio Visual Services, and other relevant College departments as appropriate.

3.8 Additional consultation is sought from senior leaders whose programs or services occupy a requested space including but not limited to:

a) Commercial areas (food services, sales areas)
b) Employee areas (centres, staff rooms, kitchens)
c) Executive Boardroom, Lounge and Offices
d) Indigenous Centres
e) Labs (Beverage, Culinary, Health and Social Development, Arts and Science, Trades and Apprenticeship)
f) Libraries, Success Centres, and Teaching & Learning Centres
g) Office areas
h) Research areas
i) Kelowna Campus Skaha Place Student Housing (KHA)
j) Trades Shops

3.9 For all previous Renters, compliance with Facility Rental Agreements and payment of all previous Facility Rental and service fees will be reviewed. A new Facility Rental request will not be granted for a previous Renter until all outstanding fees owing to the College are paid in full.

3.10 Tentative rental approval may be provided to a Renter up to three (3) years ahead of a requested Facility Rental date(s).

a)
b)

Facility Rental Restrictions

c)

3.11 College Facilities that are not available for rental include:

a) Building infrastructure restricted spaces, e.g., boiler rooms, power rooms, server rooms
b) Facilities under lease, license, or contract including daycares, student union/ student societies, and food vendor areas
c) Student Housing units while occupied including Kelowna campus citxʷkl snmymyaʔtn (Home for School) KHB Building, Penticton campus Housing, Salmon Arm campus Housing, Vernon campus Housing.

Facility Rental Agreement and Fees

3.12 A signed *Facility Rental Agreement* (either for Space & Equipment or Film Production) with submission of associated liability insurance is required for rental of all College Facilities with all rental and service fees paid in full prior to rental use.

3.13 A quote of rental and services fees and any deposit, if applicable as determined by the current *OC Facility Rental and Services Fee Guide* including but not limited to fees for rental space usage, Equipment usage, space set-up and clean-up, custodial, security, parking, audio-visual, Wi-Fi set-up, administration, and OC staff liaisons for rentals and for Film Production are provided in writing to potential Renters for their review.

3.14 All Renters are required to purchase food and non-alcoholic beverages from the College's contracted food vendors unless the food vendor is unable to meet their request in which case an outside food and beverage supplier will be permitted.

3.15 All Renters serving alcohol are required to provide a copy of their Special Event Permit as per the *Alcohol Service and Consumption Policy*.

3.16 One discount on rental and services fees for registered non-profit societies, government and government agencies, OC alumni, OC employees, or repeat Renters (greater than 4 times per year) may be applied as outlined in the current *OC Facility Rental and Services Fee Guide*.

3.17 Any additional discounts require the written approval of the Dean of Community Engagement and Careers.

3.18 GST tax is applied to all rental and service fees after any applicable discounts.

3.19 Initial invoices for Facility Rentals are issued by the College 15 business days prior to the rental date with full payment required within ten (10) business days of the rental date. If multiple rental dates, then within ten (10) business days of the first rental date.

3.20 For Facility Rentals that include multiple dates, repeat or ongoing, the College may invoice the Renter monthly or quarterly or at other increments as outlined in the Facility Rental Agreement.

3.21 Final invoices for Facility Rentals are sent out by the College within one (1) month of the final rental date under the Facility Rental Agreement outlining any additional fees for services including but not limited to overtime, damages, and unexpected services.

3.22 A Facility Rental confirmation with details of the rental date(s), time(s), location, security contacts, parking information, and a copy of the final signed Facility Rental Agreement are provided to the Renter and Event Organizer at least five (5) business days prior to the initial rental date.

3.23 Ongoing Facility Rental Agreements are valid for one (1) year and must be renewed annually. On renewal, a new quote for all rental and service fees will be issued using the current *OC Facility Rental and Services Fee Guide*.

Changes, Cancellations, and Refunds

3.24 Requests for changes to the rental dates, times, locations and/or services outlined in the signed Facility Rental Agreement may be granted at the College's discretion and may be subject to an additional administrative fee as determined by the College.

3.25 Any cancellations by the Renter must be received by email to the College ten (10) business days prior to the initial rental date. If a cancellation is not received within the required time, the Renter is responsible for the rental fees and any applicable costs of services already performed by or contracted by the College to prepare for the rental.

3.26 The College's operational needs take priority for Facility use. In the event the rental causes or may cause interference with the operations of the College, the College may terminate the rental on short notice with the Dean of Community Engagement & Careers' approval. If this occurs, the College will endeavor to provide an alternate space. If suitable alternative space arrangements cannot be made, the Renter will be granted a full refund of all rental fees and any fees for services not yet provided. The College assumes no further responsibility or liability in the event of such cancellations.

Promotion of OC Programs and Services

3.27 To build College community connections and foster life-long learners, Renters will be offered a follow-up contact from various College departments related to their group's interest in College programs and services.

3.28 Renters may also be offered, as appropriate:

a) to receive College promotional materials in print or electronically including program information and other College services to share with their Event Organizer, staff, and guests.

b) to have College merchandise for sale during their Facility Rental activities.

c) to have College staff present at their Facility Rental to promote OC programs and services.

4. Related Acts and Regulations

College and Institute Act
Freedom of Information and Protection of Privacy Act
Copyright Act
Society of Composers, Authors, and Music Publishers of Canada (SOCAN)
Occupational Health and Safety Regulation
Workers Compensation Act
Liquor Control and Licensing Act
Cannabis Control and Licensing Act

5. Supporting References, Policies, Procedures and Forms

References and Forms

Campus Rentals and Event Services
Facility Rental Service Agreements and Fee Guides (available through *OC Campus Services*):

- Okanagan *College Facility Rental and Services Rates*
- *Facility Rental Agreement – Film Production*
- *Facility Rental Agreement – Space & Equipment*

Okanagan College Communicable Disease Prevention Plan
Parking and Transportation
Apply for a Liquor Special Event Permit

Policies and Procedures

Alcohol Service and Consumption Policy and *Procedures for Alcohol Service and Consumption*
Emergency and Critical Incident Management Policy
Guide and Service Dog Policy
Health and Safety Policy
Sexual Violence and Misconduct Policy and *Procedures for Complaints of Sexual Violence and Misconduct*

Smoke Free Policy
Student Non-Academic Misconduct Policy
Use of Information Technology Resources Policy and *Procedures for Use of IT Resources*
Violent and Threatening Behaviour Policy and *Procedures for Responding*

6. History / Revisions

Date	Action
2026-08-19	New Procedure Approved by Policy Sponsors: *Procedures for Facility Rentals (FARPR_2608N_AD/VPC-VCR)*