



Policy:	O-3.2
Approved By:	

- b) the use is not suitable for the requested facility;
  - c) the proposed activities are not as described when booked;
  - d) the activity may be unlawful or present a risk to public safety or persons using the facility; or
  - e) an emergency occurs that prevents the College from proceeding with the booking.
5. Users of College facilities will be responsible for all conduct related to their activities and will be held financially responsible for any damages that may be incurred as a result of their activity.
  6. All fees collected for use of College facilities will flow to general revenue and will be collected by way of appropriate controls. A fee schedule will be established for the use of facilities.
  7. Use of College facilities by outside groups does not imply endorsement by the College of any activity, behaviour, belief or product.

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- b) If notice of cancellation is received two full weekdays (Monday through Friday) before the event, the College will refund the rental fee.
- c) No refund will be will be given if notice of cancellation is less than three full weekdays (Monday through Friday).
- d) Any expenses that have been incurred by the College on behalf of the user will be charged back to the user.
- e) Where the College cancels a booking, the user will be given as much notice as possible and the full rental fee will be reimbursed.

1. Boisterous or nuisance persons will be requested and required to leave the Campus.
2. Facilities and equipment will be used only for the activities for which they have been designated.
3. No marking devices may be used on surfaces not intended for such marking.
4. College facilities will be left clean and in an organized fashion. At the end of each day, any tables and chairs used should be returned to their original location and all displays and material removed. All garbage generated by the event must be disposed of immediately following the event.
5. Sound levels from musical instruments or recorded music must be kept to a reasonable level.

1. All publicity is the responsibility of the user unless otherwise arranged with and agreed to by the College.
2. The College's logo is copyrighted and may not be used without the written consent of the College.
3. No signage may be posted on the painted walls or doors or covering existing information.