

St. Angela's College Facility Usage Policy

I. College Facilities Covered by Policy.

This policy applies to any and all facilities owned, leased or under the authority of the College and its Board of Directors and based on the St. Angela's Campus, Lough Gill, Sligo.

Facilities include all buildings and lands owned/leased by St. Angela's College and includes educational and administrative buildings, grounds, roadways and recreational facilities.

The facilities include all classrooms, lecture theatres, seminar and meeting rooms, specialist laboratory facilities, library, catering, ICT and administrative space.

The facilities also include all audiovisual and computing equipment and other moveable or immovable equipment, fixtures and fittings in the ownership of the college.

II. General Guidelines for the Use of College Facilities.

A. **Definitions:** For purposes of this policy, "College-sponsored group" shall be defined as a College administrative unit exercising delegated administrative authority, in its activities. For purposes of this policy, "College-affiliated group" shall be defined as:

(1) a student group given official College recognition under the College's recognition policy, or;

(2) a group, other than a College-recognised or -sponsored group;

(a) established by the President or;

(b) established by administrative officials, faculty, staff or students to whom the President has delegated authority to do so.

For purposes of this policy, "Non-affiliated group" shall be defined as any group other than a College-sponsored or College-affiliated group.

B. **Mission:** St. Angela's College is a provider of university level education and receives state funding from the Department of Education and Science, the Higher Education Authority and the Department of Health and Children to support the provision of Higher Education Programmes at undergraduate and postgraduate level.

The primary use of any St. Angela's College facilities shall be for purposes related to the College's mission in the provision of state funded programmes. The primary use includes all established student and staff activities which are part of regular College Business, including classroom activities, staff work and research activities, conferences, meetings and other activities necessary to and a regular part of the conduct of the College business. The Teaching, Research and Service Needs of the College shall take precedence over any other prospective use of the College Facilities.

The scheduling of College Facilities for its primary use has the highest priority on state-funded facility space. The accomplishment of the educational mission of the College shall be considered to have first priority in all decisions concerning any use of any facility under this policy. Use of any facility shall not be authorised where such use may disturb the conduct of College activities.

C. **Secondary Use:** Student, faculty, and staff groups and their activities are vital to the educational process, and such College-affiliated groups are encouraged to make full use of College facilities subject to availability whenever their meetings and activities are part of their College work or are a reasonable and appropriate extension of it.

To the extent that appropriate space is available and subject to reasonable procedures for reservations, the College's facilities may be made available to non-affiliated groups for occasional meetings or activities when their work is compatible with or supplementary to the educational purposes of the College. Use by such groups may not be continued for extended periods of time. Both during and outside the standard academic term, the teaching and administrative facilities of the College may be used on a space available basis by non-affiliated groups providing those facilities are

booked in advance and agreed through the required booking process in the Registrar's Office.

The President of the College has the ultimate executive function for control of access to all College Facilities on the Campus of St. Angela's College.

Requests for the use of facilities both during and outside the standard academic term time must be submitted to the Registrar's Office.

Room Booking is facilitated through the use of the CELCAT Timetable System introduced in the College in 1998. Timetabling of primary use activities is done first for each Academic Year and the appropriate facilities assigned to same as priority.

D. **Criteria for Secondary Use:** The following requirements must be satisfied in all cases before approval will be granted for secondary use of facilities:

- i) The proposed use must not conflict with scheduled or anticipated primary uses, nor interfere with ongoing primary uses.

- ii) Activities shall take place only in facilities that are appropriate for the activity in question, as determined by the nature of the activity, staging requirements, anticipated audience, and the like.

- iii) Costs and damage incident to the use of a facility under this policy shall be borne by the organization using the facility. As a condition of use, the user organization may be required to provide satisfactory assurance of financial responsibility to the College.

- iv) Adequate support facilities must be available, including restroom facilities, security, catering, parking, cleaning services and within normal working hours unless otherwise negotiated and agreed.

- v) Health and Safety Regulations of the Campus must be fully complied with at all times.

- vi) Rates/charges for use of facilities and services must be agreed in writing in advance of use, a reasonable deposit must be paid up front if requested and a policy/deposit on damage liability must be agreed in advance.

- vii) Insurance Cover must be agreed between the College and parties seeking to use College Facilities. A completed Insurance Indemnity Form must be furnished to the College prior to use of any College Facilities.

- viii) Users of College Facilities must abide by the College's No Smoking Policy.

- ix) Users of College Facilities must abide by the Food and Beverages Classroom Policy.

- x) A Room Booking Request form will be issued from the Registrar's Office for completion and a copy of Room Hire Rates will accompany this. The College reserves the right to amend its Room Hire Rates on an annual basis and in line with inflation and current commercial rates as applied in the Higher Education Sector.

- xi) Requests for Catering will be dealt with through the Registrar's Office and costs will be agreed on an individual basis to meet the needs of the agency using the facility. Catering will be provided within normal opening hours of 8.30a.m. – 5.00p.m. (Monday to Friday from Sept. 1st to June 30th) unless otherwise negotiated and agreed and any additional costs associated with extending hours agreed in advance.

- xii) Library Access will be facilitated during the normal opening hours of 9.00a.m. – 9.00p.m. on Monday – Wednesday and 9.00a.m. – 5.00p.m. on Thursday and Friday, and 9.00a.m. – 1.00p.m. on Saturday from Sept 1st to June 30th.

- xiii) Library Access during the Summer Period will be facilitated during the normal opening hours of 9.00a.m. to 5.00p.m.

- xiv) College Facilities will be unavailable during the annual College Closure Periods at Christmas and Easter and on Public Holidays.

III. Additional Guidelines for the Use of Exterior Space

A. **General Principle:** Subject to restrictions on the use of College facilities prescribed elsewhere in this policy, the College permits assemblies and gatherings of College-sponsored, College-affiliated and non-affiliated groups with prior approval, in any exterior location. Any use of such spaces that is scheduled pursuant to this policy shall have priority over any unscheduled use.

B. **Criteria:** Because the use of exterior campus facilities presents the possibility of disturbance to normal College activities and damage to College property, the

criteria governing the use of exterior space shall include, but not be limited to, the following:

- i) No permanent structures may be erected in these exterior spaces unless approved by the President.

- ii) Temporary structures are permitted in to the extent their use is approved by the applicable College official in connection with the scheduling process. No temporary structures that have a potential safety risk, as determined by the President or a delegated authority may be constructed or placed in these spaces unless (a) the construction itself is undertaken by a College administrative unit, and (b) such construction has been approved by President. The term "structure" includes statues, plaques and monuments; props, signage and displays; furniture, such as chairs, desks, tables, and cabinets; shelters, such as tents, boxes, shanties and other enclosures; cages, stages and theatres; and other similar physical structures. The term "structure" does not include signs held by hand, bicycles, baby carriages, baby strollers, wheelchairs or other devices used by persons with disabilities. Temporary structures shall not be constructed or placed at the activity location earlier than the day of the scheduled activity, unless approval for earlier construction or placement is granted by the President or delegate. All temporary structures must be removed promptly upon the conclusion of the scheduled activity and, unless approval is granted by the President or delegate, and no temporary structures shall remain outdoors overnight.

- iii) No activities may be held which render a space unsatisfactory for use in its normal or primary function or which interfere with an activity previously scheduled according to this policy or with normal or scheduled College activities.

- iv) Public-address and amplifying systems may not be used on campus unless authorized by the President or delegate.

- v) Users, including sponsoring organizations, are responsible and accountable for the cleanliness and order of all open spaces following their use. Users will be billed for cleanup that they do not adequately complete themselves.

- vi) All activities or events must be conducted in such a manner that campus pedestrian, bicycle, and vehicular traffic are not unreasonably impeded and that members of the College community who are not participating in the activity or event may proceed with their normal activities.

IV. Additional Guidelines for the Use of Interior Space.

A. Use by College-Sponsored Groups.

- i) **Administrative Approval:** Subject to the restrictions on use described elsewhere in this policy, facilities not otherwise assigned as provided in Section I, above, normally may be used by College-sponsored groups for College activities, without rental charge with the approval of the President or delegate.

- ii) **Scheduling:** Requests from a College-sponsored group for scheduling a use consistent with this policy shall be made to the particular office designated by this policy as responsible for scheduling the facility. Absent such designation, the request shall be made to the President.

B. Use by College-Affiliated Groups.

- i) **Administrative Approval:** Subject to the restrictions on use described elsewhere in this policy, the use of College facilities may be extended to

College-affiliated groups. Such groups shall be responsible for extra costs and any damage incident to their use of the facilities and, if the facility is being used for the financial benefit of the organization or its designee, for any rental charges that may be assessed. College-affiliated groups have full responsibility and are accountable for the events or activities held in College facilities under their sponsorship.

- ii) **Scheduling:** Requests from College-affiliated groups for scheduling a use consistent with this policy shall be made to the particular office designated by this policy as responsible for scheduling the facility, and shall be accompanied by any requisite written administrative approvals. Absent such designation, the request shall be made to the President.

C. Use by Non-affiliated Groups.

- i) **Administrative Approval:** Subject to the restrictions on use described elsewhere in this policy, the use of College facilities may be extended to non-affiliated groups, which shall be responsible for any expense resulting from any damage arising from the use of the facility, and for user costs and charges, which may include the cost of College services rendered. Such groups have full responsibility and are accountable for the events or activities held in College facilities under their sponsorship. Requests for the use of space by such groups must be approved in writing by the President or delegate.
- ii) **Scheduling:** Requests from non-affiliated groups for scheduling a use consistent with this policy shall be made to the particular office designated by this policy as responsible for scheduling the facility, and shall be accompanied by any requisite written administrative approvals. Absent such designation, the request shall be made to the President.

V. Scheduling Procedures and Priorities.

A. All groups who want to use a College facility must use the following procedure:

- i) Have the use approved by the Registrar or such other appropriate College official as may be appointed from time to time;
- ii) Present that approval along with a request for scheduling to the office responsible under this policy for scheduling that particular facility;
- iii) The Registrar must render its decision within 5 business days after it receives a request;
- iv) If a request is received less than 5 business days in advance of the time for which the facility is requested, the request may be honoured at the discretion of the administrative head of the office responsible for scheduling.

B. In recognition of the College's primary obligation to sponsored groups in the use of available and appropriate College facilities, the following rules shall pertain with respect to priorities in reservation of space when the same facility or space is requested for use at the same time by different groups, except as provided elsewhere in this policy:

- i) With respect to the use of facilities that are principally assigned to an academic unit, that unit shall have priority over all other groups, unless a use has already been scheduled pursuant to this policy.
- ii) Except as provided in section iii) below, the first request received by the office shall have priority over all later requests.

- iii) College-sponsored groups and College-affiliated groups shall have priority over non-affiliated groups.

VII. Distribution of Pamphlets, Written Materials, Publications, and Advertisements.

A. Hand Distribution.

- i) Individual or groups may distribute at any open, exterior campus space, the use of which is not otherwise restricted or scheduled under this policy any written materials on the condition that such materials are designed for informational and not for commercial purposes.
- ii) Distribution of materials on campus for commercial ends may be under taken only with the prior approval of the President or delegated authority.

B. The Use of Surfaces, Bulletin Boards, and Spaces.

- i) General purpose bulletin boards and other spaces are provided at several locations on campus. These spaces may be used for information purposes, for materials associated with student election campaigns, and for solicitation of charitable contributions and fundraising. They may not be used for commercial purposes, except by College students, faculty, and staff for offering personal items such as textbooks or bicycles for sale or for advertising individual services of students, faculty, and staff such as baby-sitting etc compensation. All notices are subject to removal at approximately one-week intervals.
- ii) No notice, advertisement, or document of any kind shall be attached to any wall, door, lamppost, tree, or other surface except as provided Section 1, above.

XI. Disclaimer.

In making its facilities available for use under this policy to persons or groups other than University administrative units, the College assumes no obligation or responsibility for the activities of the person or group. Further, the College reminds all users to be aware of and comply with applicable laws, including those concerning health and safety, privacy, libel, slander, and defamation.

XII. Appeals.

Appeals from decisions of the appropriate scheduling office shall be to the President or to the appropriate delegated authority. All decisions shall be rendered promptly.

XIII. Replacement of Former Policies on Facilities Use.

Except as noted hereafter, this statement of policy replaces all prior regulations governing the use of College facilities.

XIV. Effective Date.

This policy shall be effective Dec. 14th 2009..

Mr. Michael Farrell, Chairperson, Board of Directors.