

**USE OF SAIT'S FACILITIES FOR NON-ACADEMIC ACTIVITIES**

Section: Administration (AD)

Subject: Security

Legislation:

Effective: May 31, 2018

Revision:

APPROVED: \_\_\_\_\_

President and CEO

**POLICY**

The policy of the Board of Governors is that SAIT efficiently and responsibly manages the use of its facilities to promote a safe and non-disruptive working and learning environment.

**PROCEDURE****DEFINITIONS****Academic activities**

Activities and operations that support SAIT's regular business and mandate. These include but are not limited to teaching, program and course development, program and course delivery, learning, scholarly activity and applied research, academic administration and governance, and academic advising.

**Facilities**

Any building, ground or area that SAIT owns, uses or occupies and that is under the jurisdiction of SAIT's Board of Governors.

**Non-academic activities**

Activities that are not academic activities. They include but are not limited to events that are not normally part of SAIT's regular business, and include demonstrations, public displays, conferences, recreational activities, and personal or social functions.

**SAIT community**

SAIT's governors, employees, students, contractors, consultants, agents, volunteers and visitors.

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## GOVERNING PRINCIPLES

1. SAIT has the right and the obligation to manage the use of and access to its facilities, in order to:
  - a) Provide a safe and non-disruptive working and learning environment for all members of the SAIT community.
  - b) Protect vulnerable people, including minors, from both physical and psychological harm and distress.
  - c) Protect and maintain its physical assets.
  - d) Efficiently and responsibly use its facilities and to ensure the availability and effective use of its facilities for academic activities.
2. SAIT respects freedom of expression and lawful assembly and recognizes these as core values, subject to the reasonable and justifiable limitations required for SAIT to meet its rights and obligations described above.
3. This procedure applies to members of the SAIT community and to all other individuals, groups, or organizations wishing to use SAIT's facilities for non-academic activities.

## PROCEDURE

### A. Approval to Use SAIT's Facilities for Non-Academic Activities

1. Individuals, groups or organizations wishing to use facilities for non-academic activities must request and obtain approval from the Conference Services department at least 10 business days before the planned non-academic activity. Note that additional approvals may be required from other SAIT departments, including but not limited to the Campus Centre, Parking and Campus Security, as appropriate for the particular non-academic activity.
2. As part of the approval process, SAIT will assess the proposed non-academic activity to determine its risk and the level and cost of any security services required to properly manage it. Security service costs and deposits for security service costs are the responsibility of the individual, group or organization wishing to use the facilities for its non-academic activities.

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3. Individuals, groups or organizations wishing to use the facilities for non-academic activities are required to have comprehensive general liability insurance in place, covering bodily injury, death, and property damage, in the amount of at least \$2,000,000 per occurrence, and to include SAIT as an additional insured. SAIT has the right to ask for proof that such general liability insurance is in place as a condition of approval.
4. SAIT has the right to restrict where a particular non-academic activity may or may not occur in or on its facilities in order for SAIT to meet its rights and obligations as set out in this procedure's Governing Principles.
5. SAIT has the right to direct, limit or terminate any non-academic activities that occur on its facilities without SAIT's prior approval.

#### **B. Terms and Conditions of Use of SAIT's Facilities for Non-Academic Activities**

1. Individuals, groups or organizations that have requested and received approval to use facilities for non-academic activities must comply with all of the terms and conditions for such use, as provided by SAIT to those individuals, groups or organizations.
2. Use of facilities for non-academic activities may be subject to:
  - a) Room or facility rental fees.
  - b) Security service costs.
  - c) Deposits against the cost of security services, to a maximum of 50% of the total cost of security services.
  - d) Additional fees as required for a particular activity, such as technology support.
3. Signage and on-campus advertising at non-academic activities on or using the facilities is governed by procedure [AD.2.11.1 Third-Party Advertising on Campus](#), which sets out the approval process for such advertising. As per this procedure, advertising is subject to the Canadian Code of Advertising Standards.
4. No person, group or organization will engage in prohibited conduct, attempt to engage in prohibited conduct, or assist others in engaging in prohibited conduct, while on or using facilities for non-academic activities. Prohibited conduct includes conduct that:

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- a) Is illegal or unlawful, or that in SAIT's sole opinion may damage SAIT's public image.
  - b) Threatens or endangers an individual's health or safety, or reasonably causes an individual to believe that this will happen.
  - c) Involves intimidation, violent behavior or threat thereof, including the use of physical force or assault or threat thereof, against any person or property or inciting violence.
  - d) Interferes with any SAIT activity or SAIT-sponsored activity, academic or non-academic.
  - e) Damages SAIT's property and/or facilities.
5. A non-academic activity on or using the facilities may, depending on the particular nature of that activity, be subject to other SAIT procedures, including but not limited to those relating to alcohol service and consumption and to commercial foodstuffs.

### C. Consequences of Non-Compliance

1. Breach of this procedure may result in:
  - a) Removal by SAIT from its facilities.
  - b) Penalties as set out in:
    - i) SAIT's policies and procedures, including but not limited to procedures [AD.4.2.1 Trespassing](#), [HR. 4.4.1 Corrective Action Procedures](#) and [AC.3.4.1 Student Code of Conduct](#).
    - ii) Applicable collective agreements.
    - iii) Provincial and federal laws.

### POLICY/PROCEDURE REFERENCE

AD.4.7 Use of SAIT's Facilities for Non-Academic Activities policy

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