

### **Policy for Use of Quest University Canada Space By Local Non-Profit Groups**

In the interest of supporting the not-for-profit sector in the community and generating closer town-gown relationships in the Sea to Sky Corridor, Quest University Canada will, from time to time, make its facilities available to registered charities and other not-for-profit organizations without charging rent if the following conditions are met:

1. the organization is a registered charity or other not-for-profit organization and the event is for charitable purposes or deemed to be of benefit to the community, - broadly defined;
2. the event is deemed to be of interest to some members of the student body, faculty, and/or staff and will be open to their participation without prejudice;
3. the event and its sponsors are consistent with the public service mission and ethical standards of the University;
4. if an admission fee is charged, members of the University community will have the charge reduced or waived entirely;
5. the organization has its own insurance and/or agrees to hold harmless the University for any claims made against it in conjunction with the event;
6. the event, and any associated activities, are consistent with local, provincial, and federal statutes and University policies;
7. the event does not conflict with, or seriously compromise, any other planned activities of the University; and
8. the organization and/or the sponsoring Quest staff member must assume **all costs** of cleaning and restoring all areas impacted by the event to their state prior to use.

Any member of the Executive Team may serve as the contact person for the event and may authorize the use of University space after registering the space request with the Director of Facilities and Services. All other persons must contact a member of the Executive Team and secure his or her agreement to act as the liaison officer for the event. The Executive Team liaison officer will file a brief report on the attendance and other relevant aspects of the event with the Student Affairs Office's Community Affairs liaison after the event.