



5163 Duke Street
Halifax, NS Canada B3J 3J6
902-444-9600 TEL, www.nscad.ca

SCOPE	All Members of the NSCAD University Community
	Application for Use of Facilities by External Users
EFFECTIVE DATE	September 9, 2008

Space Use Principles

The primary use of the University facilities is for approved and scheduled credit and non-credit academic programs and social activities for students, faculty and staff.

As space permits, requests from outside agencies for use of university space will be considered. In assessing requests from outside organizations, preference will be given to those organizations and institutions with which the University is affiliated or to groups which are being sponsored by a recognized element of the University community.

This policy applies to all use of NSCAD University property and facilities.

Space Use Policy

- 1) The Office of Facilities Management is designated to accept and approve requests from internal and external sources for use of University facilities other than scheduled class use.
- 2) External users must complete the *Application for Use of Facilities by External Users* available from the Office of Facilities Management or at www.nscad.ca.
- 3) The use of all university space is governed by the attached *Capacity and Use Schedule*.
- 4) Rental and user fees will be charged according to the attached *External Use Fee Schedule*.
- 5) A certificate of liability insurance coverage must be provided before approval will be granted.
- 6) As available, the user will provide a list of delegates or registrants upon approval.
- 7) The user agrees to abide by the following regulations which govern the use of space.
 - (a) Use of facilities is restricted to the specific area set out in the agreement.
 - (b) The possession or serving of alcoholic beverages by the user without explicit permission is prohibited.
 - (c) All areas of the University are designated as non-smoking.
 - (d) Pets or other types of animals (Seeing Eye dogs excepted) are not permitted on the University campus.
 - (e) The user will be required to reimburse the University for damage to facilities or equipment.

The University waives all liability or responsibility for any individual injury, loss of personal effects, or any other loss by persons using the University premises under this agreement.

The University reserves the right to cancel this agreement at any time and to request the departure from the premises of any individuals who are not conducting themselves in a manner that it deems acceptable.

ACKNOWLEDGEMENT

I have received, read and understand the NSCAD Policy on Space Use.

I understand that it is my responsibility to follow and ensure adherence to NSCAD University's policies, including but not restricted to this Policy on Space use accessed at www.nscad.ca

User (Print Name)

Signature

Date

**APPLICATION FOR USE OF
FACILITIES BY EXTERNAL USERS**

Date: _____
(Except with permission, requests must be received a minimum 30 days in advance)

Campus

- Granville
- Port
- Academy

Type of Space Required (Board Room, Seminar Room, Class Room, Etc.)

Organization or Group Name (The User)

Contact Person/Individual Responsible:

Name: _____

Address: _____

Telephone No: _____ Office: _____ Home: _____

Proof of liability insurance is attached Yes No

Number of Persons Occupying the Space (s): _____
(May not exceed the maximum permitted by city ordinance)

Purposes for which the space is to be used:

_____.

Please indicate if alcohol will be served. Yes No

Dates (s) required _____ and _____

Time required from _____ to _____

Will you be charging an entrance fee; _____

Will any equipment be brought on campus?

If yes, specify:

Will there be a need for any special equipment or facilities from the University (projectors, etc.)?

If yes, specify: _____

The Facilities Scheduler will forward equipment requests and make necessary arrangements with the Director, Multimedia Services or designate who must approve any such use. * (As of September 2008 there is no Facilities Scheduler. Individual requestors of the space (s) should make arrangements with the Director, Multimedia Services directly.)

Signatures on behalf of the University:

The number indicated for the space does not exceed the maximum permitted by City Ordinance:

Rental Fee (if applicable): \$ _____

User Fee (if applicable): \$ _____

Signature of Dean or Designate _____

Date: _____

Signature of University Relations Designate _____

Date: _____

Signature of Director of Facilities Management or Designate: _____

Date: _____