



APPLICATION FOR FACILITY USE

Organization Requesting Use: \_\_\_\_\_

Applicant Person(s) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Contact Person(s) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Non-Profit  Community  Commercial  Other

Society/Non-Profit Reg # (if applicable: \_\_\_\_\_

Facility requested: \_\_\_\_\_ Campus Location: \_\_\_\_\_

Purpose: \_\_\_\_\_

Date(s) Required: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Number of people attending: \_\_\_\_\_ Total Fees: \_\_\_\_\_ Fee Waiver Applied:

Amount Owing: \_\_\_\_\_

**\*For Fees & Rates breakdown, see page 3**

Any Special Arrangements (additional costs may be incurred:

Applicant Signature and date:

Approved, subject to conditions noted below:

Request Approved by:

Unable to Accommodate Request

Room #: \_\_\_\_\_ Ref #: \_\_\_\_\_ Booked: Yes  No

**PLEASE NOTE: This form is a request for space at NLC. Your booking is not confirmed until the form has been signed by NLC and returned to you.**

**FACILITIES USE AGREEMENT** made this \_\_\_\_ day of \_\_\_\_\_ between \_\_\_\_\_ (hereinafter called "User") and Northern Lights College (hereinafter called "the College").

**USER DEFINITIONS:** Individuals, organizations, associations, societies, or other groups resident in the community using the facility for any casual and/or informal community activities (e.g. sports tournaments.) (MUST read and sign).

Whereas the College has agreed to permit the User to use portions of buildings, as set out above (hereinafter called "Premises") on the terms and conditions set forth:

1. The User must maintain and keep the Premises in a good and proper condition and the College, or its agent can or will enter the Premises and view the condition thereof;
2. Following an accident or incident involving medical/first aid attention or loss or damage to NLC property the User must notify the Director of Facilities, [jkrauchi@nlc.bc.ca](mailto:jkrauchi@nlc.bc.ca) within 48 hours;
3. The User will not do anything or permit anything to be done in or about the Premises that may be considered a nuisance, a contravention of this Agreement, a contravention of any law or an annoyance to the College or adjoining premises or properties;
4. The User will take the Premises as found in good repair and shall return the Premises at the end of the event in the same condition as at commencement. If the Premises is damaged by the User, its agents, guests, patrons or employees, the User shall pay upon demand the required sum to restore the Premises to the condition prior to the damage. The College will estimate costs of repair for the damage and the User will immediately, upon demand from the College pay the College the repair costs;
5. The User will return the Premises to the same condition in which they were prior to the event and bag and dispose of all perishable garbage into the garbage containers specified by the College. If the Premises require special cleaning after the User's use, the College shall have the right to bill cleaning costs to the User at the rate of \$50.00/hr;
6. The College shall have the right to eject any person or refuse to admit any person for any reason that in its discretion thinks fit;
7. The College shall have the right to allow the concurrent use of other areas of the Premises during the time of use by the User as long as such other use shall not unreasonably interfere with the use of the Premises, by the User;
8. The College shall not provide security coverage in connection with the User's use of the Premises unless agreed upon to do so. The college may require security coverage during the User's use of the Premises, in which case the User shall be responsible for the additional cost of the security coverage;
9. This facility use agreement is valid only for the User and dates and times listed above. The terms of his contract are non-transferrable;
10. The User shall indemnify and hold harmless the College and any of its officers, employees, servants, agents, contractors, and volunteers from any and all loss, liability, claims or expense arising out of the use and/or occupation of the property belonging to the College by the User

and any of it's officers, employees, servants, agents, contractors, and volunteers, except to the extent that such loss arises from the independent negligence of the College;

- 11. The User hereby agrees to waive all rights of subrogation or recourse against the College with respect to the use or occupation by the User described herein;
- 12. The User shall, without limiting its obligations or liabilities herein and in its own expense, provide and maintain the following insurances with insurers licensed in British Columbia and in forms and amounts acceptable to the (institution):

General liability insurance with a limit of not less than one million dollars (\$1,000,000.00) (or such other amount as the institution may choose), inclusive per occurrence for bodily injury and property damage including loss of use thereof. Such insurance shall extend to cover the (User group), it's officers, employees, servants, agents, contractors and volunteers and shall include the College, it's officers, employees, servants, agents, contractors and volunteers as additional insureds with respect to liability arising out of the use or occupation by the (User group) of the property belonging to the College.

- 13. The User shall provide the College with evidence of all required insurance prior to the effective date of the Agreement. Such evidence of insurance shall be in the form of a certificate of insurance. When requested by the College, the (User group) shall provide certified copies of required insurance policies;

**NOTE:** These certificates should be issued by the insurer or insurance broker of the User group and must contain the following information:

- Name of the insurance company and the binder or policy number
- Name and address of the insured (user group)
- Policy period (covering at least the period the agreement is in place)
- Description of coverage
- Policy limits
- Description of insured operations and location(s)
- Signature of authorized representative and date

- 14. The User agrees to abide by the following College policies – A1.05 Smoking and A-1.06 Parking and Traffic;

**Northern Lights College:**

**User:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

| Facility  | Fees<4 hrs     | Select | Fees>4 hrs                                   | Select | Fees |
|---|----------------|--------|--|--------|------|
| Aboriginal Gathering Space  | \$110          |        | \$150  |        |      |
| Cafeteria   | \$125/use      |        | \$125/use                                    |        |      |
| Kitchen – Chetwynd (after hrs with room rental only)              | \$25           |        | \$25   |        |      |
| Commercial Kitchen – FSJ  | \$250/use      |        | \$250/use                                    |        |      |
| CCET common area  | \$420          |        | \$600  |        |      |
| Classroom/Meeting Room  | \$90           |        | \$125  |        |      |
| Computer Lab  | \$250          |        | \$360  |        |      |
| Gazebo – Dawson Creek   | \$90           |        | \$125  |        |      |
| Gym   | \$125/use      |        | \$125/use                                    |        |      |
| Lecture Theatre – Room 116 (HSB)                                  | \$420          |        | \$600  |        |      |
| Office  | 100/month only |        |  |        |      |
| Smart Class   | \$110          |        | \$150  |        |      |
| UNBC Room (202 FSJ)   | \$420          |        | \$600  |        |      |
| VC Room (sits<12)   | \$140          |        | \$200  |        |      |
| VC Room (sits>12)   | \$280          |        | \$400  |        |      |
| Atrium – FSJ  | \$420          |        | \$600  |        |      |
| Outdoor ground space  | \$800/day      |        |  |        |      |
| Industrial Sites  | \$800/day      |        |  |        |      |
|   |                |        |  |        |      |
|   |                |        |  |        |      |
| <b>Items</b>  |                |        | <b>Fees</b>                                  |        |      |
| Draping – per panel, on site only (includes set up and take down) |                |        | \$15/panel                                   |        |      |
| Flipchart   |                |        | \$15/pad                                     |        |      |
| Lockers – rental  |                |        | \$10/semester                                |        |      |
| Projector with screen   |                |        | \$50 on campus only                          |        |      |
| Projector/laptop  |                |        | \$150 on campus only                         |        |      |
| Screen (free standing)  |                |        | \$10   |        |      |
| Sound System  |                |        | \$75   |        |      |
| IT support person **  |                |        | \$50/hr                                      |        |      |
| Janitorial person **  |                |        | \$50/hr                                      |        |      |
| Security **   |                |        | \$50/hr                                      |        |      |
| Set up/breakdown of room**  |                |        | \$50/hr                                      |        |      |
| Teleconference line   |                |        | \$25/hr                                      |        |      |
|   |                |        | Subtotal                                     |        |      |
| Fees Waived (Space Only)  |                |        | ( )  |        |      |
|   |                |        | Subtotal                                     |        |      |
|   |                |        | GST @5%                                      |        |      |
|   |                |        | <b>Amount Owing</b>                          |        |      |
|   |                |        | Enter this amount on front page (Total Fees) |        |      |

\*\* Weekday charge – minimum 1 hour charge out. Evening (after 4:30) & Weekend charge minimum 3 hour charge out.