



Policy Name	Use of Saskatchewan Polytechnic Facilities and Grounds		
Policy #	304	Category	Facilities
Policy Sponsor(s)	Associate Vice-President, Facilities	Previous Revision Date	November 4, 2016
Approved by	President and CEO	Issue or Revision Date	January 10, 2022
Procedures Approved by	CFO and Vice-President, Administration	Review Date	See Policy Review Date or as Required

See the related [POLICY](#).

PROCEDURES

1. Saskatchewan Polytechnic permits political forums in its facilities during election campaigns provided that the forums are students-driven, multi-party events that do not interfere with classes or work assignments. These would be considered as information sessions only and would be sanctioned only if all parties were invited. Single party political or religious events will not be entertained on campus. Cultural events such as pipe ceremonies or smudge ceremonies are permitted in designated areas.
2. All advertising, canvassing or soliciting promoting activities, products and services that have not been officially endorsed by Saskatchewan Polytechnic are not permitted without the express consent of the local facilities manager.
3. Students and employees (for non-Saskatchewan Polytechnic activities), students association, non-profit organizations, educational institutions, government departments and agencies, community groups, associations, and individuals can submit requests to the appropriate facilities manager for the rental of its facilities and grounds. All rental requests will be assessed in accordance with Saskatchewan Polytechnic policies.
4. The criteria for rental and fee assessment include but are not limited to:
 - Availability of space and equipment,
 - Relationship of the organization to Saskatchewan Polytechnic and the educational benefit of the event,
 - Profile of the event within the community, and;
 - Adequate insurance coverage.
5. Rental of the Saskatchewan Polytechnic specialized Simulation Centre by external stakeholders must be approved by the program and, due to the specialized and complex nature of training provided in the Simulation Centre, on-site supervision by program staff is required. Revenue contracts for external clients are to be utilized for industrial shops and/or computer labs by Continuing Education for training purposes with approval by the Dean or Associate Vice President. These contracts would include the costs for an instructor when required.

6. Users of Saskatchewan Polytechnic facilities and grounds are responsible for all conduct related to their activities and will be held financially responsible for any damages or costs incurred as a result of their activity.
7. Saskatchewan Polytechnic reserves the right to refuse any application for use of its facilities and grounds.
8. All rental use must be approved in writing by Facilities Management, and all required utilization forms must be completed. Utilization forms and rates can be found on the Facilities Management portal.
9. Approved use of Saskatchewan Polytechnic facilities or grounds does not imply its endorsement or approval of any behavior, belief, product or activity.
10. Saskatchewan Polytechnic is not responsible for any loss, injury or damage occurring to a rental user, any third party, or property as a result of the rental user's use of its facilities and grounds. The utilization form will require the rental user to carry proper insurance and agree to indemnify and save Saskatchewan Polytechnic harmless from all claims, law suits, liabilities, legal proceedings or actions arising out of or as a consequence of the use of its facilities and grounds.