
FACULTY CENTRE POLICY AND PROCEDURE

November 14, 2019



**OLDS COLLEGE FACULTY
ASSOCIATION**

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PHILOSOPHY

The Faculty Centre is an Olds College facility leased to the Olds College Faculty Association by the Olds College Board of Governors primarily for exclusive use by the Association and its members. The Centre is the Association's venue for social and professional interaction.

Use of the Centre by others is a limited privilege and must be authorized by the Association. Faculty Centre bookings for external clients are made through the Olds College most current events management service booking system in accordance with the current guidelines and fee schedule established by the Association.

PRINCIPLES

The governance and operation of the Faculty Centre shall be as identified in this document. The procedure for amending policy shall be the same as that for amending OCFA Bylaws.

Supervision of Faculty Centre operations is the responsibility of a Faculty Centre Events and Social Committee who shall be appointed by the Executive Board for a one-year term at an Annual General Meeting. The Committee reports to the OCFA Executive.

Upon recommendation of the Committee, operating procedures and user guidelines may be amended by the OCFA Executive to accommodate extenuating circumstances or special occasions.

The aim of the Faculty Centre is to operate primarily on a cost recovery basis and to generate enough profit to cover expenses related to insurance, food, beverages, maintenance, renovations, furnishings, etc.

In all cases, the Centre's operation must conform to the intent of the lease agreement between the Olds College Faculty Association and the Olds College Board of Governors.

ACCESS

Regular Members of OCFA in good standing are entitled to user privileges and to preferred rental rates for exclusive bookings. (Honorary Members are granted the same rights and privileges related to Faculty Centre use as are Regular Members. All members renting the facility must be *in attendance for the duration* of the rental time.

OCFA Associates (College personnel in a contract teaching role who have not been designated as Academic Staff Members by the Board of Governors) also have user privileges during their contracted term of instructional employment.

Regular Members/Honorary Members/Associates enjoy unlimited access to the Centre at any time unless specifically reserved by others and may (with booking) have exclusive access in accordance with the fee schedule outlined on page 3.

The Faculty Centre is available for exclusive use of the Association, Regular Members, and Associates Monday to Thursday, 8 a.m. - 5 p.m., and Fridays 8 a.m. - 7 p.m. These restrictions may be suspended for special events if approved by the OCFA Executive or the Faculty Centre and Social Committee.

Regular Members and Associates may have guests during their use of the Centre but assume responsibility for guest behavior and any subsequent damages or missing furnishings.

All users agree to adhere to Centre policies and procedures. Violation of these policies and procedures may result in the suspension of user privileges without refund of dues/fees.

A Faculty Centre key is available to Regular Members upon request to the OCFA Executive Assistant. Upon completion of employment at Olds College, the key must be returned to the OCFA Executive Assistant within one working day from the end date of employment.

RENTAL

The Faculty Centre may be reserved by persons other than Regular Members and Associates. Special bookings of the Faculty Centre shall be on a first-come, first-served basis. OCFA and Members shall have booking priority from 8 a.m. - 5 p.m. Monday to Thursday and 8 a.m. - 7 p.m. Fridays, September to June.

All non-member bookings are made via the Olds College most current events management service booking system. Student groups may not book or use the Centre.

The College policy regarding compensation for damaged facilities and fixtures applies equally to the Faculty Centre.

RENTAL RATES

	(Per Hour)	(Per Day*)
OCFA	No Charge	No Charge
Regular, Retired, & Associate Members	\$10	\$ 50 (maximum)
College groups or employees	\$50	\$200 (maximum)
Outside groups or individuals	\$60	\$250 (maximum)

**Per day is defined as 8 continuous hours or more.*

The rental fee includes use of the kitchen, TV, sound system, organ, pool table, and shuffleboard. Clients are expected to follow the posted Faculty Centre Protocol (See Appendix A).

NOTE: As per the lease agreement signed December 4, 2015, there will be no fees charged for non-revenue generating Olds College events held in the Faculty Centre.

FOOD AND BAR SERVICE

For OCFA functions and a Member's personal booking food and beverages shall be available on the following basis:

- Food and beverages may be supplied by the user.
- Food service may be catered by the College's caterer or the Association may, at its discretion, arrange for an alternate caterer.
- Alcoholic beverage service is available at the posted prices, during OCFA social events.
- There shall be a designated individual responsible for management of the pub and collection of funds.

Groups other than OCFA are responsible for:

- complying with College regulations for food and beverage service;
- acquiring their liquor, mix, and snacks; and
- adhering to any related regulations.

Groups or individuals renting the Faculty Centre are required to obtain a liquor license (exceptions are when Chartwells is providing liquor service and the Olds College Faculty Association Pub) and applicable event insurance.

The applicable event insurance shall:

- *include the Olds College Faculty Association as "Additional Insured."*
- *Be in the amount of a minimum of \$2,000,000.00 per occurrence for General Liability.*

A copy of the applicable event insurance shall be provided to the Olds College Faculty Association Executive Assistant 24 hours prior to the start of the event. Failure to provide a copy of the applicable insurance will result in the cancellation of the event.

FACULTY CENTRE COMMITTEE EVENTS AND SOCIAL COMMITTEE

The Faculty Centre Events and Social Committee is responsible for the following:

- recommend revision of Faculty Centre policies and procedures to the Executive for ratification by the membership;
- keep soft drinks, snacks, coffee, etc. in stock;
- submit receipts for food, beverages, and other expenditures regularly to the OCFA treasurer;
- act as organizer and supervisor of OCFA pubs; and
- recruit, hire (at the going rate for casual employment), train, and monitor a Faculty Centre employee if and when required.

APPENDIX A



OLDS COLLEGE FACULTY
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FACULTY CENTRE PROTOCOL

The Faculty Lounge is operated and maintained by the Olds College Faculty Association primarily for the use of its members. Use by others is a limited privilege. To ensure continued enjoyment and accessibility, all users will adhere to this facility-use protocol. Use by others is a limited privilege.

NOTE: Campus Security must be contacted (403)-556-8224 prior to any event.

Please

- ✓ **take your smoking breaks outside of the building**
- ✓ **clear tables, replace chairs, and return room to its regular setup**
- ✓ **replace tops on the game tables**
- ✓ **do not change electrical connections on the A.V. equipment**
- ✓ **put away A.V. equipment**
- ✓ **put dirty dishes in the dish washer**
- ✓ **wipe counter tops**
- ✓ **clean spills in the ovens and fridge**
- ✓ **take garbage to the outside bins if your function is held on the weekend**
- ✓ **remove print materials, decorations, and personal belongings**
- ✓ **remove tape/wall-putty adhesive from display surfaces**
- ✓ **turn off lights**
- ✓ **lock doors**
- ✓ **report damage or equipment malfunctions to the OCFA office (556-4636)**



Thank you, come again!