

Facility request and booking policy for external users of Yukon College Gym.

Yukon College is a community-based institution and an active and committed partner in community activities. To that end, Yukon College makes its gym space available to external users in accordance with the procedure and priorities set out below.

Process

External users may submit requests for use of Yukon College's gym using the request form below. The gym is available for non-profit and not-for-profit activities.

Timelines

March 1: Deadline for receiving requests from external users for bookings in YC gym for the academic year September to May.

April 1: allocation of gym use for the academic year complete; external users will be informed of available space and contracts will be ready for signature.

Priority use of Yukon College gym

The first priority use of the Yukon College Gym is for Yukon College students. The second priority is use by Yukon College academic programs. The third priority is by external users. Accordingly, the amount of use of the Yukon College gym available to external users will depend on the requirements for first and second priority use.

External users will be ranked in order of priority according to the following characteristics:

- Users providing activities for children and youth will have priority over those providing activities for adults
- Full-term activities will have priority over individual, one-off activities

Equitable allocation of use

In allocating time to applicants, the following things will be taken into consideration:

- Equity – users have equal opportunity to request the use of the Yukon College gym
- Desirability – weekday evenings are generally considered more attractive time slots
- Capacity – ensuring that the Yukon College gym is used to its fullest capacity, leaving minimal time slots vacant

Prohibited activities

- Sleepovers
- The gym is not available for use for-profit activities
- Any activities that cause or are likely to cause damage to the facility or equipment, such as the use of in-line skates, bicycles, etc.

Available time and resources

Yukon College gym is normally available for use between 7 am and 11 pm all days when not occupied by the priority users noted above.

The gym can be divided in North and South gym, or the entire gym can be used. The gym foyer is also available for use. Please note that when the gym is divided in half, it is not soundproof.

Yukon College reserves the right to adjust bookings as required and will provide as much notice as possible to user groups when other demands warrant a change in confirmed bookings.

Request to use Yukon College Gym

Academic year:

Organization name:

Mailing address:

Contact person:

Contact phone number:

Time requested:

Start date:

End date:

Weekday(s):

Time:

Space requested (please circle):

North Gym

South Gym

Whole Gym

Gym Foyer

Additional notes or special requests: