

Policy Title: Facilities
Policy Approver: President’s Office
Policy Holder: Administrative Services
Executive Lead: Director, Finance and Administration
Category: Operational
Original Date: October 1992
Last Revised: October 1992
Next Review:

Approval Statement

With the approval of the President of Yukon College, this policy is hereby deemed in effect the 17th day of October, 1992.

October 17, 1992

President, Yukon College

Date

1. Purpose of Policy

The facilities shall be managed to ensure the efficient and effective use of the available resources.

Maintenance, disposal and replacement of facilities shall follow a planned approach within the constraints of available funding.

The facilities may be rented to outside users where clear benefits accrue to the University or additional revenue is generated and the renting of facilities does not interfere with student activities or compete directly with private sector capabilities.

2. Guidelines

2.1. Inventories

2.1.1 An inventory of all University facilities, leased or owned, shall be maintained by the Manager, Facilities.

2.1.2 Adequate systems shall be developed/maintained to ensure optimal utilization of all University facilities.

2.2. Capital Acquisitions

2.2.1 All acquisitions financed from the capital fund shall generally meet the following conditions:

- Original cost of the item is \$500 or more.
- The item is not an integral part of a building.
- The item has a life expectancy of more than one year.
- The item is a unit consisting of several pieces that cannot function alone and collectively valued over \$500.

2.2.2 The cost of the item shall include

- installation costs;
- applicable taxes and tariffs;
- any other costs directly associated with the purchase and installation.

2.2.3 All acquisitions meeting the capital criteria shall be tagged and entered into the capital inventory.

3. Reporting of Damages and Losses

Any damage or loss of facilities or equipment shall be immediately reported to the Manager, Facilities for appropriate follow-up.

4. Disposition of Assets

- 4.1. The *College Act*¹ requires that University procedures for disposition of assets be not inconsistent with the procedures followed by the Government of Yukon.
- 4.2. The University shall dispose of surplus, obsolete and other unusable capital and operating equipment and supplies in an ethical manner, while recapturing the best return for the University.
- 4.3. All disposal requisitions shall be directed to the Manager, Facilities who shall determine if other uses exist within the University.
- 4.4. Once an item is deemed surplus by the Manager, Facilities and a tender for sale is deemed appropriate, the item shall be turned over to the Manager, Purchasing who shall conduct the tender for sale.

5. Equipment Loans and Rentals

- 5.1. Equipment may be loaned (or rented) to employees subject to the following conditions:
 - The equipment is borrowed only for short periods of time and will not be loaned during a period when it may be required for University use.
 - It is for personal use only (not for commercial or entrepreneurial activities).
 - The borrower is qualified to operate the specific equipment safely.

¹ The then Act

- Such loans or rentals shall have the approval of the appropriate Dean/Director/Manager or, in his/her absence, the Manager, Facilities. A damage deposit may be required.
- A proper loan agreement is used which adequately safeguards the University's interests.
- The borrower ensures that his/her insurance policy covers any liabilities arising from the use of equipment borrowed from the University (e.g., if, during the use of University equipment, the borrower's garage catches fire - whose insurance pays for it?)

5.2. Various equipment may not be available for loan or rental, (e.g., computers, canoes).

5.3. A rental fee may be assessed depending on the nature of the asset being loaned.

6. Facility Rental

6.1 All rentals of facilities shall conform to the following general principles:

- These will not interfere with student activities to any significant degree.
- Preference will be given to events which are deemed relevant and beneficial to the University.
- All events with liquor shall conform exactly to the Yukon Liquor Corporation Regulations and will have a request for a liquor permit approved by the Director, Administrative Services or designate before the event. Participants under legal age will not normally be allowed to attend liquor events.
- Fee structure shall be applied consistently and will incorporate a tiered structure where the highest fee is normally assessed to events generating revenue and the lowest fee assessed to community events such as team sports. A discounted rate will be assessed to non-alcohol events.
- Rental fees may be waived by the Director, Administrative Services although any direct costs for set up, clean up or damages will normally be assessed.
- All facility rentals shall be scheduled and recorded by the Facilities Coordinator.

- All rentals shall be covered by an Agreement for Use which adequately safeguards the University's interest including the signing of a waiver and indemnification.
- All events requiring food service shall request these services from the University Food Services department. Normally outside caterers shall not be permitted to cater for events on Ayamdigut Campus.

7. Other Related and/or Accompanying Documents

FORM (attached)