

## **Use of Rooms for Non-Health Unit Activities**

<b>Reviewed Date</b>		<b>Number</b>	OP0102
<b>Revised Date</b>	October 19, 2016	<b>Approved Date</b>	September 24, 1998

### **Introduction**

As a public institution dedicated to community service and collaboration with community partners, Simcoe Muskoka District health Unit (SMDHU) facilities may be accessible at no charge for use by eligible non- profit, external agencies, individuals or community groups, where the activity does not interfere with the SMDHU's day to day business requirements.

Coordination of room use by external parties is under the authority of the Director of Human Resources and Infrastructure.

### **Purpose**

The purpose of this policy is to provide guidelines for the making of agreements for the use of SMDHU space by external non-profit partner organizations or individuals in cases where the proposed use is compatible with the mission and policies of SMDHU and does not interfere with SMDHU's day to day business requirements.

### **Legislative Authority**

### **Policy Definitions and Interpretation**

Coordination of room use by external parties is under the authority of the Director of Human Resources and Infrastructure

### **Policy**

The lands and buildings of SMDHU are private property. SMDHU reserves the right to control access to its buildings and the use of its space and facilities. Organizations or individuals requesting the use of SMDHU office or meeting space must submit an Application to Use Facilities Request Form to the Director of Human Resources and Infrastructure for approval. If approval is granted a Memorandum of Agreement will be entered into with SMDHU for the use of SMDHU facilities. External users of SMDHU office or meeting space are totally responsible for the use of SMDHU premises and are required to comply with all applicable SMDHU policies, federal and provincial statutes and municipal by-laws relating to private property, the rights of individuals and the SMDHU.

### **Procedures**

1. External nonprofit groups or individuals wishing to use SMDHU facilities require a SMDHU staff member as a contact person.
2. The employee contact completes an application for the use of SMDHU facilities by completing the Application to Use Facilities form a minimum of 2 weeks in advance.

3. If the use of office space being requested is for a non-profit agency for the purpose of conducting business on behalf of the agency they work for then a WSIB Clearance Certificate must be attached to the application form to ensure that non-profit external agency staff using SMDHU facilities are covered under their employer's WSIB account. This requirement will not apply to agencies not required by WSIB to have WSIB coverage. Proof of such exclusion may be required.
4. All Room booking requests are reviewed by the Director of Human Resources and Infrastructure(HRI) to ensure the event does not conflict with the mission and goals of the SMDHU and the event does not conflict with SMDHU business
5. The Director of HRI notifies the HRI Administrative Coordinator of the approval, who notifies all parties in writing, or if the application is not approved notifies why to the employee contact.
6. If approved the HRI Administrative Coordinator coordinates the completion of the Memorandum of Agreement prior to use of SMDHU facilities and advises both the Director of HRI and facilities of the completion of the Memorandum of Agreement.

### ***SMDHU Employee Contact Policy Requirement***

All external individuals or groups are required to have an SMDHU employee as a contact person who must be in attendance or on site during all hours the external group is using SMDHU's facilities.

The SMDHU contact employee is required to:

Attend and or be on site during the entire event to facilitate a smooth event and ensure immediate resolution to any issues that occur during the event and if required for the safety and security of SMDHU premises escalation of unresolved issues related to the event to facilities should they not be able to personally deal with a situation:

#### **Before the event**

- Help facilitate the room booking and answer any questions from the group.

#### **During Event**

- Be in attendance or be on-site during the entire session and help with:
- Any technical and AV supports.
- Handle any Health & Safety/ parking / security / panic alarm issues
- Monitor and provide security access
- Provide building orientation

#### **After the event**

- Ensure everybody is out of the building, lights are out, rooms used are clean and tables and chairs are returned.
- All doors and windows are closed and locked
- Remain the contact on any follow-up issues after the event is over which may necessitate returning to the office to deal with any issues related to the use of the office for the event they attended.

**This policy applies to the following locations:**

- [80 Bradford](#) – 80 Bradford Street St. Barrie
- [Barrie](#) – 15 Sperling Drive
- [Collingwood](#) - 280 Pretty River Parkway
- [Cookstown](#) - 2-25 King Street South
- [Gravenhurst](#) - 2-5 Pineridge Gate
- [Huntsville](#) - 34 Chaffey Street
- [Midland](#) - B-865 Hugel Avenue
- [Orillia](#) - 120-169 Front Street South

***Related Forms***

OP0102 (F1) Application to Use Facilities

OP0102 (F2) Memorandum of Agreement

***Related Policies***

***Final Approval Signature:*** \_\_\_\_\_

Review/Revision History:

Revised May 14, 2008

September 2010 Policy re-numbered, previous number B2.080

Revised October 11, 2016 clarifying external group use