

## BOOKABLE ASSETS

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

<b>Category:</b>	A. General
<b>Policy Number:</b>	A45
<b>Approval Date:</b>	June 9, 2020
<b>Effective Date:</b>	June 9, 2020
<b>Policy Owner:</b>	CFO and Director, Business Services Registrar

<b>Objective:</b>	To promote open and transparent access and use of Olds College Bookable Assets enabling the College to achieve institutional objectives.
<b>Policy:</b>	<ol style="list-style-type: none"> <li>1. Bookable Assets are considered property of Olds College to be used to further the strategic and operational priorities of the College. Procedures will be developed that help facilitate the effective and efficient sharing amongst the various departments.</li> <li>2. No Bookable Asset on campus is single use or single user except in the circumstances provided for in the procedures associated with this policy.</li> <li>3. The expectation is that use of Bookable Assets will be booked in the Booking Software.</li> <li>4. The Booking Software is the authoritative source governing who has access to all Olds College Bookable Assets. In all cases, the individual who has an asset booked in the Booking Software is entitled to the use of the asset for the time booked.</li> <li>5. Community Learning Campus (CLC) spaces are managed in the Booking Software according to the expectations outlined in the Community Learning Campus Joint Venture Agreement and Community Learning Campus Facility Use Agreement.</li> <li>6. There should be a reasonable expectation that the asset booked will be appropriate and used for the intended purpose when completing a booking.</li> <li>7. Policy compliance concerns, if not able to be resolved with the CFO and Director, Business Services and/or the Registrar (policy owners), may be taken to the Executive Operations Team through the Chief of Staff.</li> </ol>
<b>Definitions:</b>	<ul style="list-style-type: none"> <li>○ <b>Ad Hoc Asset Booking</b>” refers to all booking of assets done by users outside of the academic scheduling process.</li> <li>○ <b>“Bookable Assets”</b> includes but is not limited to land, buildings,</li> </ul>

	<p>livestock pens, parking lots, vehicles and all other assets owned or leased by Olds College as updated from time to time, according to the procedures attached to this policy.</p> <ul style="list-style-type: none"> <li>○ <b>“Booking Software”</b> refers to the Olds College sanctioned scheduling software for booking all Bookable Assets. All faculty and staff have access to view asset availability and make requests for Bookable Assets through this software.</li> <li>○ <b>“Service Providers”</b> are staff members on campus for which services are requested in conjunction with the booking of an asset. Examples are Security and Caretaking but also include staff in any department that is requested to provide service in conjunction with the booking of an asset.</li> </ul>
<p><b>Related Information:</b></p>	<ul style="list-style-type: none"> <li>● <a href="#">A37 Space Utilization</a></li> <li>● <a href="#">D24 Academic Scheduling</a></li> <li>● <a href="#">A08 Alcohol Use and Service</a></li> <li>● <a href="#">C23 College Vehicles</a></li> </ul>
<p><b>Related Procedures:</b></p>	<p>A45 <a href="#">Bookable Assets Procedure</a> A45 <a href="#">Office and Department Moves Procedure</a></p>
<p><b>Review Period:</b></p>	<p>3 years</p>
<p><b>Revision History:</b></p>	<p>November 2019: New policy June 2020: Revision</p>