

Ch3-s1-02**GENERAL COLLEGE SPACE SCHEDULING
(Non-Academic)**

Responsible Authority:	Lee Johnson, Manager, IT Customer Services
Approval Authority:	Senior Team
Date First Approved:	2020-02-11
Date Last Reviewed:	2020-09-03
Mandatory Review Date:	2023-09-03

PURPOSE

This policy outlines the rules and procedures for booking all spaces at the College, outside of regular academic timetabling scheduling.

SCOPE

This policy governs booking of College space for the entire College community, including staff, faculty, students, as well as individuals/groups/organizations external to Confederation College. College space refers to all property owned or leased by the College. This includes all College campuses, grounds, buildings, classrooms, labs, shops, meeting/conference rooms, common spaces, lobby areas, cafeterias, and hallways.

POLICY

College general space, when not being used for academic delivery, may also be booked by College staff, faculty, or students for other College business or events. As a publicly funded institution, external organizations, groups, and community users may also book College facilities.

All utilization of space must align with Confederation College's Mission, Vision & Values and must not jeopardize the health or safety of our students and employees. Requests that do not will be refused immediately.

1. Long-Term Leases of College Space

- 1.1. This policy only covers bookings of space at the College for short term or limited use bookings. For external groups/organizations wishing to rent/lease space from the College on a long-term basis, they must contact the Office of the Vice President, Finance and Administration.

2. Scheduling/Booking Priority

- 2.1. For all general bookings within the College, it is recognized that the College's regular academic and training activities/business will have priority (Students First) and that these general bookings should not interfere with academic courses or other College operations.

3. Internal vs. External College Bookings

- 3.1. Internal bookings include requests for space at the College by staff, faculty, and students. In the case of staff/faculty, such bookings are usually made to support College related business (i.e.

meetings, special events, training, seminars). For students, internal bookings would include activities/events that directly support the student's program or course activities (i.e. class presentations, classrooms/labs booked for study groups/projects, film shoots, class hallway or common space displays, or minor fund raising for sanctioned program/course objectives). Internal bookings, since they serve the business and academic needs/mission of the College, will typically be made free of charge.

- 3.2. External bookings could be made by individuals, groups/organizations, or other community users requesting College space for meetings, special events, conferences, training sessions, etc.. The purpose of these bookings would be for conducting the external group's own business and would not be related to any College business/activities. External bookings would be subject to rental fees as **per APPENDIX 1 - Confederation College Facility Rental Rates.**

3.2.1. Business Organizations (For Profit)

3.2.1.1. For profit Business organizations are permitted to book space at the College subject to the following criteria:

- Activity does not place the College in a conflict-of-interest state with local business enterprises.
- Is not in direct competition with any College activity.

3.2.1.2. In all cases, the College reserves the right to review and approve/deny any such booking requests.

3.2.2. Special Interest Groups

3.2.2.1. Organizations/groups requesting to book space for religious, political, cultural, and other such activities/events, may be permitted subject to the following criteria:

- Must comply with policy **Ch4-s5-02 – Political Meetings on Campus.**
- Must comply with policy **Ch1-s1-17 – Free Speech.**
- Activity that is non-controversial.

3.2.2.2. In all cases, the College reserves the right to review and approve/deny any such booking requests.

3.2.3. It is recognized that fees must be collected from outside groups/organizations booking space at the College to share in the cost of paying for:

- Use of College facilities
- Cleaning services
- Security services
- Administrative support work in managing bookings

4. Soliciting Funds/Sales/Distributing Promotional Material

4.1. At the discretion of the College, external organizations may be permitted to promote, display, or sell their products/services.

4.2. At the discretion of the College, charitable organizations/groups may be permitted to use College facilities for distributing information to the College community. Such activities must comply with the same criteria as per **POLICY SECTION 3.2.2.** Further, such groups are not permitted to directly approach College users to distribute information, but may provide such if approached by the person of their own volition.

5. Insurance Requirements for External Organizations/Groups

5.1. A Certificate of Comprehensive Liability Insurance is required for all bookings made at the College by external organizations. Depending on the type of activities and the nature of the event being held, additional insurance coverage may be required. Confederation College reserves the right to request from the external group the appropriate amount of coverage it

deems necessary for an event booking. All certificates of insurance must be obtained by the external group at their own expense and must be provided to the College in a timely manner. If an external group fails to provide a valid certificate of insurance to the Scheduling Office within the required timelines, the external groups booking will be cancelled. See **APPENDIX 2 – Facility Booking Request Form** for additional information.

6. Extra Fees for External User/Organization/Group Bookings

- 6.1. Other costs/fees may be added to the basic booking fees if the College is requested/required to provide extra services. This may include (but would not be limited to) furniture setup, utilities, maintenance staff, IT or Audio Visual (AV) services, cleaning services, security services, SOCAN/ReSound fees, and parking services. If any of these services are approved to be provided by the College, the fees will be added to the external groups booking invoice.

7. Waiving or Providing Discounted Booking Fees for External Groups/Organizations

- 7.1. Confederation College, at its own discretion, may allow the waiving or discounting of booking fees for some external groups. To ensure transparency, consistency, and fairness with this practice, all approvals for waiving/discounting booking fees must be approved by the College. (see **PROCEDURE SECTION #5.**)
- 7.2. Under no circumstances should any College users/departments agree to allow external groups/organizations to use space at the College for free/discounted rate without first obtaining proper approval/authorization (see **PROCEDURE SECTION #6.**)
- 7.3. The College, in making decisions on approvals for waiving/discounting booking fees will consider the following criteria:
 - 7.3.1. External organizations/groups running an event where the booking of which will directly benefit the College, its staff, students, or the academic mission/vision/values of the College. In most cases the event would be required to be open to free attendance by the College community.
 - 7.3.2. External organizations/groups holding the following types of activities/events, where attendance/participation is open/free to the College community:
 - a. Health and wellness support groups.
 - b. Safety or self-defense training.
 - c. Other education/job search training/seminars/information sessions of interest to College students or staff.
 - d. Administrative meetings for external organizations/groups do not qualify.
 - 7.3.3. In cases where an external organization is providing a non-monetary benefit or service to the College in some way (in-kind contribution). Official donations of money to the College should not qualify here.

PROCEDURE

Action	Responsibility
<p>1. Bookings of Space by College (Internal) Users.</p> <p>1.1. User/department contacts Scheduling Office (phone/e-mail) to make booking request. User must provide date(s), time(s), room size, facility requirements, and basic details with regards to the booking. Three (3) business days of notice for the booking is minimally required.</p> <p>1.2. Scheduling Office will review booking request, determine availability, and confirm booking with user/department.</p>	<p>Internal department staff</p> <p>Scheduling Office</p>
<p>2. Booking of Space by External Users/Organizations/Groups.</p> <p>2.1. The external group contacts Scheduling Office (phone/e-mail) to make request. For regional campuses, the external group would contact the specific campus directly to make the booking request. For small bookings, a minimum of three (3) weeks notice is required.</p> <p>2.2. If not submitted with initial request, the Scheduling Office/regional campus will provide the Facility Booking Request Form (including insurance requirements), as well as the Facilities Usage Terms And Conditions Contract (see APPENDIX 2 and APPENDIX 3) to the external group to complete/submit back.</p> <p>2.3. Once the above forms are submitted, the Scheduling Office/regional campus will review the booking request, determine availability, and confirm booking with external group.</p> <p>2.4. The external group must provide a copy of the requested certificate of insurance with the required coverage to the Scheduling Office/regional campus no later than two (2) weeks prior to the date of the booking.</p>	<p>External group</p> <p>Scheduling Office/Regional Campus</p> <p>External group</p>
<p>3. Booking of Ryan Hall (Shuniah Building Cafeteria) by Internal or External Parties.</p> <p>3.1. User/group contacts Scheduling Office to make a booking request for Ryan Hall.</p> <p>3.2. As the College has an agreement with a 3rd party company to manage/operate its cafeteria services, the Scheduling Office must confirm the availability of Ryan Hall for the booking with the 3rd party cafeteria service company. Ryan Hall may be booked with or without catering services. However, if catering is required by the user/group, the 3rd party cafeteria company has first choice on whether they provide the catering service or not.</p> <p>3.3. Once the availability of Ryan Hall has been determined, the Scheduling Office will confirm the booking back with the requesting user/group.</p>	<p>External group</p> <p>Scheduling Office</p>
<p>4. Booking of specialty labs/shops by Internal or External Parties.</p> <p>4.1. User/group contacts Scheduling Office to make a booking request for particular speciality lab/shop.</p> <p>4.2. As many College labs/shops often have special equipment in them (with proper training/equipment use & safety concerns), the Scheduling Office must confirm the availability/approval for the booking/use of the lab/shop with the Dean/Chair/faculty from the Academic School the lab/shop to which it belongs.</p> <p>4.3. Once the Academic School confirms availability/approval for the lab/shop, the Scheduling Office will in turn confirm the booking back with the requesting user/group.</p>	<p>External group</p> <p>Scheduling Office</p>

Action	Responsibility
<p>5. Booking of Space/Facilities in the Wellness Centre by Internal or External Parties.</p> <p>5.1. User/group must directly contact the Wellness Centre to make a booking request.</p> <p>5.2. Wellness Centre will provide the booking rates for particular requested space/facility as well as a booking form.</p> <p>5.3. Once the booking form is submitted, the Wellness Centre will review booking request, determine availability, and confirm booking with external group.</p>	<p>External group</p> <p>Wellness Centre staff</p>
<p>6. Waiving or Providing Discounted Booking Fees for External Groups/Organizations.</p> <p>6.1. If an external group wishes to book facilities at the College for free/discounted rate, they may make the request to the Scheduling Office.</p> <p>6.2. The Scheduling Office will review the request and make a decision following the criteria as per POLICY SECTION 7. Approval may be granted on a one-time booking request basis or for a given time period – but typically for no longer than one year.</p> <p>6.3. The Scheduling Office will inform the requesting external group of the decision of whether or not booking fees will be waived/discounted.</p> <p>6.4. Internal College staff/departments that wish to make a request for an external group to have booking fees waived/discounted for a particular event/time period must make a formal request to the College Senior Team to do so:</p> <p>6.4.1. The formal request is made by completing the Request to Waive Space Booking Fees for an External Group form (see APPENDIX 4).</p> <p>6.4.2. The Request to Waive Space Booking Fees for an External Group form is submitted to the VP, Finance and Administration, who will review the request.</p> <p>6.4.3. If approved, the VP, Finance and Administration will notify the requesting internal party as well as the Scheduling Office of the decision.</p> <p>6.4.4. The Scheduling Office will keep track of the list of external groups that have been approved for waived/discounted booking fees. This list will be reviewed annually by the VP, Finance and Administration to determine continued approval.</p> <p>6.5. All external booking requests that have been approved to have fees waived/discounted, will still be subject to providing insurance coverage as well as paying fees for any extra services the College may need to provide.</p>	<p>External group</p> <p>Scheduling Office</p> <p>Internal department staff</p> <p>Office of VP Finance and Admin.</p>
<p>7. Provision of Extra College Services for External User/Organization/Group Bookings.</p> <p>7.1. As per APPENDIX 1 - Confederation College Facility Rental Rates, external groups may make requests for additional College services for their booking (i.e. furniture setups, audio visual equipment rentals/support, catering, parking, etc.).</p> <p>7.2. It is the responsibility of the external group to contact the various College departments to make such requests for additional services.</p> <p>7.3. College departments being asked for additional services by the external group may or may not approve the request based on the nature/difficulty/scope of the request and in consideration of available staffing/work resources.</p>	<p>External group</p> <p>College Service Departments</p>

Action	Responsibility
7.4. If College departments agree to provide additional services, the fees for these services will be communicated to the Scheduling Office so that these costs can be added to the external group's basic booking invoice.	Scheduling Office

SUPPORTING DOCUMENTATION

APPENDIX 1 – Confederation College Facility Rental Rates

APPENDIX 2 – Facility Booking Request Form

APPENDIX 3 – Facilities Usage Terms And Conditions Contract

APPENDIX 4 – Request to Waive Space Booking Fees for an External Group

User Group Insurance Program for Ontario Colleges –

<http://programs.aon.ca/content/osc/home-en.html>

RELATED POLICIES

Ch5-s4-05 Academic Timetabling Practices –

http://www.confederationcollege.ca/sites/default/files/legacy/5-4-05_academic_timetabling_practices.pdf

Ch3-s1-01 Use of Space and General Scheduling Practice -

https://www.confederationcollege.ca/sites/default/files/uploads/department/ch3-s1-01-college-use-of-space-and-scheduling_0.pdf

Ch1-s1-17 Free Speech Policy –

https://www.confederationcollege.ca/sites/default/files/uploads/department/ch1-s1-17_free_speech_0.pdf

Ch3-S1-02: APPENDIX 1 – Confederation College Facility Rental Rates

Confederation College Facility Rental Rates 2019-2020		
Facility	RATES	
	Hourly rate	Daily rate
Classroom	\$ 55.00	\$ 220.00
President's Boardroom	N/A	N/A
Ryan Hall (cafeteria) - No food (432 seats)		\$ 800.00
Socan/ReSound fee for Music/Dancing	N/A	see chart below
Ryan Hall (cafeteria) - With food \$25.00 a head)		
Lecture Theatre (187seats)	\$ 200.00	\$ 600.00
TecHub Atrium	N/A	\$ 650.00
Lecture Hall (82 seats)	\$ 110.00	\$ 350.00
Computer Lab (\$50 Facilities & \$25 IT)	\$ 100.00	\$ 320.00
Rumours Dining Room (70 seats)	\$ 95.00	\$ 300.00
Corridor tables outside café	\$ 60.00	\$ 190.00
Grounds	N/A	\$ 100.00
Courtyard	N/A	\$ 300.00
All rates are Plus HST		
Rates apply to any/all outside organizations requesting space at the College		
Non Profit Organizations		
\$50.00 plus HST per CLASSROOM ONLY for a 3-hour room booking. Over 3 hours is at regular rate.		
Ryan Hall (cafeteria) cleaning \$350.00 for Saturday and Sunday only		
Special room set-ups available at a rate of \$70.00/hour (Monday-Friday 7am to 3pm)		
Special room set-ups available at a rate of \$100.00/hour (outside times listed above)		
Ventilation is included but air conditioning is extra after normal operating hours. Rate: \$75.00/hour		
Multi-Day & Multi-Room Event Discounts	Rental Fee	Discount
Up to \$	2,000.00	No discount
Over \$	3,000.00	10% discount
Over \$	4,000.00	15% discount
Over \$	5,000.00	20% discount
Residence information: http://www.confederationc.on.ca/residence Food Services information: http://www.concollege.catertrax.com Fitness Centre information: http://www.fitnesscentre.com Audio Visual Equipment Set-ups Email: AVSetups@confederationc.on.ca		
Parking: \$5.00 per day per vehicle (Monday to Friday 8am - 5pm)		
Smoking is permitted in outside designated areas only.		

SOCAN / ReSound Fees (combined)			
Capacity	Music No Dancing	Music Dancing	
1-100	\$ 31.31	\$ 62.64	
101-300	\$ 45.02	\$ 90.12	
301-500	\$ 93.95	\$ 187.91	
Over 500	\$ 133.11	\$ 266.21	

All rates subject to change at any time.

Ch3-S1-02: APPENDIX 2 – Facility Booking Request Form

Confederation College
Scheduling Department
P.O. Box 398
Thunder Bay, ON P7C 4W1



Phone: 807-475-6615

Email: scheduling@confederationcollege.ca

Confederation College Facility Booking Request Form

Organization: _____

Contact Name: _____

Address: _____

Postal Code: _____ Email: _____

Phone: _____ Cell: _____ Fax: _____

Date(s) facility is required: _____ Start Time: _____

End Time: _____

Required Room capacity: _____

Requested Facility:

- | | | | |
|---------------------|--------------------------|-----------------|--------------------------|
| Classroom | <input type="checkbox"/> | Lecture Theater | <input type="checkbox"/> |
| Computer Lab | <input type="checkbox"/> | Grounds | <input type="checkbox"/> |
| Ryan Hall Cafeteria | <input type="checkbox"/> | Parking Lot | <input type="checkbox"/> |
| Rumours Dining Hall | <input type="checkbox"/> | Corridor Table | <input type="checkbox"/> |

Please describe the purpose as well as the type of activity for your booking:

Audio Visual Equipment: The booking of a Confederation College venue does not include the booking or use of audio visual equipment (i.e. microphones, sound system, videoconferencing, Ryan Hall projector system) or technical support. All audio visual equipment/support requests must be booked separately through the Computer Services Help Desk and equipment and support charges may apply. Computer Services must approve all audio visual equipment/support requests. Three weeks' notice is required for audio visual setup and equipment requests for all bookings. To book audio visual services, or for more information, please contact AVSetups@confederationcollege.ca or Jim Voth at 473-3719.

Computer Equipment: All classrooms are equipped with a computer, digital projector and screen. These are available for your use free of charge. To access this equipment, please obtain the user name and password from the Computer Services Help Desk (475-6488) two working days prior to your event as this information changes frequently for security purposes. As indicated above, tech support and the use of other audio visual equipment is not included.

Catering Services: The Colleges food services provider, Sodexo, may be hired to arrange catering services. For more information please contact Sodexo 475-6299. All Ryan Hall bookings which require catering services must use Sodexo.

Additional Requirements: Room setup, parking, etc. subject to additional fees. If you have additional requirements, please send your requests to the email address indicated below:

Room Set-up Requirements: facilities@confederationcollege.ca **Audio/Visual Requirements:** AVSetups@confederationcollege.ca
Parking inquiries: parking@confederationcollege.ca Paid parking is required from 8:00 a.m. - 5:00 p.m. weekdays
Sodexo: Sodexo 475-6299

Confederation College
Scheduling Department
P.O. Box 398
Thunder Bay, ON P7C 4W1



Phone: 807-475-6615
Email: scheduling@confederationc.on.ca

Certificate of insurance Requirements

A Certificate of Comprehensive Liability Insurance is now **mandatory for all events** booked at the College. Depending on the type of event you will be holding (see below), this will determine the level of insurance coverage you will require. A copy of the certificate naming Confederation College as an Additional Insured and covering for the dates of your booking(s) must be submitted to the Scheduling office at least two weeks prior to the first day of your booking.

Room rentals will not be confirmed without proof of insurance.

Please initial beside the type of event you will be holding. Coverage level required is listed beside the activity

- General meetings – **Two Million (\$2,000,000.00)** in comprehensive liability coverage per occurrence required (initial here) _____
- Potential liability events (see examples list below) – **Five million (\$5,000,000.00)** in comprehensive liability per occurrence coverage required (initial here) _____

Includes but not limited to the following types of activities:

- sports activities
- health or fitness activities
- specialized lab training, or research activities
- activities deemed "high risk"
- dancing
- serving/consuming alcohol
- events with more than 100 people in attendance
- primarily youth in attendance (under the age of 13)

Confederation College reserves the right in deciding the insurance coverage required, depending on its own assessment of the potential risk involved with any booked event.

By signing below, you are confirming the type of event as well as the activities that will be involved with your booking and that you will provide Confederation College a certificate of insurance with the appropriate level of comprehensive liability coverage a minimum of 20 days prior to your event.

Client Signature

Date

Ch3-S1-02: APPENDIX 3 – Facilities Usage Terms And Conditions Contract



FACILITIES USAGE TERMS AND CONDITIONS CONTRACT

In consideration of the execution of the Facility Booking Request Form and the Terms and Conditions Contract, the User/Renter agrees to the following:

1. The User/Renter shall be responsible for ensuring the safe use of the space and the conduct and supervision of all persons admitted to the College buildings and grounds and shall see that all regulations contained herein are strictly observed. It is understood and agreed that the College has no responsibility to supervise the use of the space by the User/Renter.
2. The User/Renter will not, nor will it permit any of its members or any other persons on the premises with it permission, to use any part of the building except that which is contracted for by this contract. The use of the said space is deemed to include the right to use the public washrooms.
3. The College will not be responsible for personal injury or damage, or for the loss or theft of personal property of the User/Renter, or anyone attending on the invitation of the User/Renter. All personal property must be removed from the College.
4. The User/Renter agrees that it will be liable for, and will reimburse the College, for any and all losses, costs or expenses incurred by the College in respect of any damage or destruction, however occasioned, whether willful or accidental to any College property including any buildings, property or equipment, facilities, fixtures or chattels.
5. The User/Renter agrees to indemnify the College and keep it indemnified, and save it harmless or and from any and all claims, actions, suits, proceedings, demands, costs, expenses, losses, damages, fines and penalties whatsoever which may be taken or made against the College including without limitation solicitor and client costs.
6. The College will not be liable for the acts, omissions, neglect or default of the User/Renter or its personnel in connection with use of College space under this contract.
7. The College reserves the right to refuse or revoke any application for use of College facilities.
8. Consumption of alcohol in any part of the building is strictly forbidden without signed College approval.
9. All corridors and exits must be kept free of obstruction in case of fire.
10. The furniture room arrangement is posted inside the door of each room. Please leave the room with furniture arranged according to this diagram. There shall be no unauthorized removal of furniture.
11. All Users/Renters of College space must be prepared to leave the building by 10:00 p.m. Users of Ryan Hall for special functions on weekends must be prepared to leave the building by 1:30 a.m.
12. College policies prohibit smoking inside College buildings and the consumption of food and beverages in all teaching spaces. The only designated smoking areas are located outside of the buildings. It is the responsibility of the User/Renter or anyone attending on the invitation of the User/Renter to ensure that these policies and all other policies are followed.
13. Confederation College has a catering agreement with Sodexo in which they have exclusive rights for all food services in Ryan Hall. All food services are to be arranged directly between the User/Renter and Sodexo (475-6299). If catering is required in a space other than Ryan Hall, a caterer of your choice can be used for food service.

- 14. Other costs may be added to the basic rental fee if additional services are requested such as room set-up, additional cleaning services, utilities, special security service, etc. If additional services are required, please email your request to scheduling@confederation.on.ca .
- 15. All rental accounts must be paid promptly and the College reserves the right to cancel bookings for space for any organization found to be delinquent in the payment of their rental account.
- 16. There shall be no posting of unauthorized signs.
- 17. There shall be no unacceptable or excessive noise. This includes electronic equipment systems at a level that disturbs others.
- 18. College security personnel have complete authority to enforce all College policies; when these policies are ignored, Security may close the facility and evict the users.
- 19. All bookings, changes or cancellations must be communicated to the Scheduling office. Unless notified within 48 hours, the billing and payment due will reflect the full amount of the rental fees for the space requested.
- 20. For all bookings, a Certificate of Comprehensive Liability Insurance naming Confederation College as an Additional Insured must be presented to the Scheduling office 20 days prior to the first day of the event. The amount of liability coverage is dependent on the nature of the event.
- 21. Organizations that use recorded or live music during their function are responsible for tariffs and fee payments to required licensing organizations.

EMERGENCY PROCEDURES: In the event of an emergency, please dial 922 on any College telephone. As well, you can dial 623-0465 to contact Security directly.

The 21 terms and conditions herein outlined are part of this contract agreement and I acknowledge that I have read and agree to them.

User/Renter

Date

Group/Organization/Department

Ch3-S1-02: APPENDIX 4 – Request to Waive Space Booking Fees for an External Group



Request to Waive Space Booking Fees for an External Group

As part of the College's 'General College Space Scheduling (Non-Academic) - Ch3-S1-02' policy (POLICY SECTION #7 & PROCEDURE SECTION #5), this form is for use by internal College staff/departments to make official requests of the College for the waiving of space booking fees for a particular external group.

Name of College Employee Requestor: _____

Department: _____

Telephone/Ext.#: _____

Name of External Organization/Group: _____

Contact Name: _____

Contact Telephone #: _____

Contact E-mail: _____

Rationale:

Please provide a rationale for the College to waive the space booking fees for the external organization/group. Within the rationale, please describe the nature of the request as well as outline how, as per POLICY SECTION #7.3 of the 'General College Space Scheduling (Non-Academic)' policy, that the approval of this request will benefit the College. Also please indicate whether this request is for a one-time event/booking, or for a longer term consideration.

The College, in making decisions on approvals for waiving/discounting booking fees will consider the following criteria as per POLICY SECTION #7.3:

1. External organizations/groups running an event where the booking of which will directly benefit the College, it's staff, students, or the academic mission/vision/values of the College. In most cases the event here would be required to be open to free attendance by the College community.
2. External organizations/groups holding the following types of activities/events, where attendance/participation is open/free to the College community:
 - a. Health and wellness support groups.
 - b. Safety or self-defense training.

- c. Other education/job search training/seminars/information sessions of interest to College students or staff.
 - d. Administrative meetings for external organizations/groups do not qualify.
3. In cases where an external organization is providing a non-monetary benefit or service to the College in some way (in-kind contribution). Official donations of money to the College should not qualify here.

Requestor Signature: _____

Date: _____

Please submit this request form to the Office of the VP, Finance and Administration for review/approval.