



AW1000 - PUBLIC USE OF INTERIOR HEALTH FACILITIES

1.0 PURPOSE

To provide guidelines for Public Use of Interior Health Facilities.

2.0 DEFINITIONS

no definitions provided

3.0 POLICY

Public and community groups may utilize Interior Health facilities upon authorization by the Senior Administrator or designate.

Facility-sponsored events or staff functions take priority over requests from the public and community groups.

The use of IH facilities by the public and community groups will not interfere with the regular operations of IH.

Individuals or groups using facilities must abide by IH rules and regulations and must leave the facilities in clean, tidy and good order.

Individuals or groups must meet the following criteria before approval to use facilities is granted:

Criteria

- The event or function must be health-related and non-profit;
- Requests should be submitted annually;
- The request must be written and include:
 - a clearly identified purpose of the event or function
 - potential benefits
 - date, time, and number of people involved
 - who assumes responsibility for covering any applicable costs.
- The request must include a brief profile of the individual assuming overall responsibility.

4.0 PROCEDURE

5.0 REFERENCES

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| Policy Sponsor: Vice President, Residential Services and Chief Financial Officer | 1 of 1 |
| Policy Steward: Regional Director Facilities Management and Operations | |
| Date Approved: November 2004 | Date(s) Reviewed(r)/Revised(R): June 2008 (r)Oct 2013(R) |