

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	General
POLICY	6025 – Use of Parliamentary Venues by External Groups

- Objective** To provide a framework through which requests by external organizations for the use of the Legislative Chamber, committee rooms and the Legislative Library Rotunda are made and considered by the Legislative Assembly. Requests for use of other areas of the Parliament Buildings or the Legislative Precinct are subject to the Public Use of Grounds process.
- Authority** Legislative Assembly organizational policies are approved by the Legislative Assembly Management Committee, as per *Policy 1000 – Legislative Assembly Policy Framework*.
- Key Definitions** None identified.
- 1. Eligibility**
- .01 External groups submitting a request should have a direct parliamentary connection and must uphold the institutional reputation and dignity of the Legislative Assembly.
 - .02 Requests for for-profit and commercial events and activities will not be considered.
 - .03 At the time of an event application and on the event date, external groups must have a policy or a robust set of procedures in force that assert the external organization’s commitment to a respectful environment free from bullying, harassment and discrimination, and that provides a mechanism for the confidential reporting, expeditious investigation and effective resolution of a complaint.
- 2. Scheduling Priority**
- .01 External use of the Legislative Assembly’s facilities must not interfere or conflict with parliamentary proceedings in the Chamber or in committee. As the schedules for parliamentary proceedings are subject to change at any time, the Legislative Assembly reserves the right to refuse or cancel without notice reservations for external use.
 - .02 Events that support the functions of the Legislative Assembly and its Members have priority over use by external groups.
- 3. Cost Recovery**
- .01 External groups may be asked to offset charges related to security, staffing, janitorial and administrative services required for the event. External groups may also be asked to provide a damage deposit depending upon the circumstances.
 - .02 Consideration may be given to waiving, in full or in part, the costs for certain events, with costs assumed by the Legislative Assembly (e.g.,

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	General
POLICY	6025 – Use of Parliamentary Venues by External Groups

from a department’s budget), at the full discretion of the Legislative Assembly.

- .03 Affected Legislative Assembly departments must keep detailed records of costs associated with external events and provide a cost breakdown to Financial Services within three business days of an event for the purposes of invoicing.

4. Approval Process

- .01 Requests for external use must be submitted to the Office of the Clerk using an *External Group Event Request Form*.
- .02 The Office of the Clerk must review all requests for external use, consulting with other Legislative Assembly departments, as appropriate, regarding logistics, the estimated cost of the event, and to ensure that the proposed event will not interfere with the operational needs of the Legislative Assembly.
- .03 Applications will be considered the Clerk of the Legislative Assembly, based upon the principles outlined in this policy, operational and security requirements, and costs (i.e., whether on full or partial cost-recovery).
- .04 The Office of the Clerk will submit the request with the recommendation of the Clerk of the Legislative Assembly to the Speaker for final consideration and decision.
- .05 Ultimate authority for approving an event application resides with the Speaker.
- .06 The Office of the Speaker must advise the external organization of the approval or denial of the application in writing, including an estimate of the approximate cost for the event as determined, if applicable.

5. Reporting

- .01 The Clerk of the Legislative Assembly shall submit a report on approved external events, including costs recovered or waived for each event, to the Subcommittee on Administration and Operations annually or at other intervals as requested by the Subcommittee.

Contact Questions regarding this policy may be directed to the Office of the Clerk at OfficeoftheClerk@leg.bc.ca.

Procedures *External Group Event Request Form*

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	General
POLICY	6025 – Use of Parliamentary Venues by External Groups

Approved and authorized by the Legislative Assembly Management Committee on June 16, 2020.

POLICY HISTORY

Version 1	December 1, 2016
Version 2	June 16, 2020