

LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL

SECTION	General
POLICY	6015 – Public Use of Grounds

Objective To provide a framework through which requests by external parties for the use of the grounds are made and considered by the Legislative Assembly, subject to the *Legislative Precinct Regulation* (B.C. Reg. 274/2002).

Application This policy applies to the assessment of external party requests for use of the grounds undertaken by designated representatives of the Legislative Assembly.

Authority Legislative Assembly organizational policies are approved by the Legislative Assembly Management Committee, as per *Policy 1000 – Legislative Assembly Policy Framework*.

Key Definitions “**external users**” means all applicants who are not Members of the Legislative Assembly or their staff acting on their behalf, and who are not employees of the Legislative Assembly appointed under section 39 of the *Constitution Act* (R.S.B.C. 1996, c. 66);

“**grounds**” means the Legislative Precinct as defined in the *Legislative Assembly Management Committee Act* (R.S.B.C. 1996, c. 258) and precinct buildings;

“**MLA sponsored event**” means an event that is affiliated with one or more Member of the Legislative Assembly but that is organized and facilitated by an external user;

“**parliamentary venues**” means the Legislative Chamber, committee rooms, and the Legislative Library Rotunda;

“**Public Use of Grounds Committee**” means the interdepartmental working group comprised of representatives of the Office of the Speaker, Legislative Facility Services, the Office of the Sergeant-at-Arms, and the Parliamentary Education Office, and that reviews external use requests in accordance with this policy.

- 1. General**
- .01 Events must:
 - a) respect other users on the grounds;
 - b) not endanger the health or safety of others; and
 - c) maintain a respectful environment free from bullying, harassment, intimidation, and discrimination.
 - .02 Events cannot interfere with access to the grounds or prevent others from enjoying the grounds.

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- .03 Events that, in the Legislative Assembly’s sole opinion, may jeopardize the institutional reputation of the Legislative Assembly, place the Parliament Buildings or grounds at risk of physical damage, or that may affect the integrity of the grounds as a historic site, will not be permitted.
- .04 Events hosted on the grounds where food and/or beverages are offered should afford the Parliamentary Dining Room the right of first refusal for the provision of food and beverages where the total food and beverage cost is expected to exceed \$50.00.

2. Prohibited Uses

- .01 The following events, activities and celebrations are prohibited on the grounds:
 - a) for-profit;
 - b) commercial;
 - c) personal or private (e.g., wedding); and
 - d) political or partisan, if scheduled to be held during an election, a by-election, or a referendum campaign.
- .02 Events are prohibited from conducting, permitting, or promoting the sale of goods, services, memberships, or soliciting donations on the grounds.
- .03 Advertising of a commercial nature, including the display, mounting, or hanging of commercial signs or banners, is prohibited on the grounds.

3. Scheduling Priority

- .01 Public use of the grounds must not interfere or conflict with parliamentary business or activities.
- .02 Events that support the functions of the Legislative Assembly and its Members have priority over use by external users.

4. Cost Recovery

- .01 External users may be required to:
 - a) offset costs related to security, staffing, or janitorial services required as a result of the event; and/or
 - b) provide a damage deposit.
- .02 Affected Legislative Assembly departments must keep detailed records of the costs associated with external events.

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5. Approval Process

- .01 Requests for public use of the grounds, including for MLA sponsored events, must be submitted to the Parliamentary Education Office using a *Public Use of Grounds Request Form*.
- .02 The Public Use of Grounds Committee will review all requests, consulting with other Legislative Assembly departments, as appropriate, regarding logistics and the estimated cost of the event, to ensure that the proposed event meets all the policy and guideline requirements of the Legislative Assembly.
- .03 Applications may be referred for consideration by the Office of the Clerk based upon the principles outlined in this policy and other relevant policies and guidelines related to specific events or locations, operational and security requirements, costs (i.e., whether on full or partial cost-recovery), and insurance requirements.
- .04 Once a determination on an application submitted under section 5.01 has been made, the Parliamentary Education Office must advise the applicant of the approval or denial of the application in writing, including an estimate of the approximate recoverable costs for the event as determined, if applicable.

6. Revocation

- .01 The Legislative Assembly reserves the right to revoke its approval for any event at any time.

Contact	Questions regarding this policy may be directed to the Parliamentary Education Office at PEO@leg.bc.ca .
Procedures	<i>Public Use of Grounds Request Form</i>
References	<i>Legislative Precinct Regulation (B.C. Reg. 274/2002)</i>

Approved and authorized by the Legislative Assembly Management Committee on May 27, 2021.

POLICY HISTORY	
Version 1	May 27, 2021