

Facilities

Board of Trustees Policy

SUBJECT: Use of Facilities	NUMBER: <p style="text-align: center;">4.1</p>
	DATE: January 13, 2020 Resolution # 20-06
	SUPERSEDES: <p style="text-align: center;">Resolution # 16-145 November 21, 2016</p>

Purpose

Policy

It is the policy of the College that the facilities of the SUNY Schenectady County Community College (“SCCC” or the “College”) will be made available for use by College-sponsored and non-College organizations as herein provided. Use of the facilities by non-College organizations will be authorized only when such use does not infringe upon, delay, or conflict with College purposes. The College facilities will generally not be available on holidays and Sundays. Public advertisements for non-College organization activities shall be approved by the College President or his/her designee. Use of the SCCC Albany Extension site and the Kindl Building by outside organizations when licensed through SCCC’s Office of Workforce Development and Community Education, shall be exempt from this policy, provided written procedures for such licensing have been approved by the President.

Available Facilities and Rental Fees

The list of facilities available pursuant to these policies and the fees for the use thereof shall be established from time-to-time by the Board of Trustees and shall be made available upon request to the Coordinator of Campus Events.

Guidelines for Approval of Use of College Facilities

- (1) Non-college organizations shall be deemed to include:

- (a) Unless otherwise stated herein, federal, state or local government units (except for the County of Schenectady), departments and agencies; and
 - (b) Business charitable, civic, community, cultural, educational, entertainment, industrial, labor, political, professional and recreational organizations whose use of the College facilities will be consistent with and in furtherance of College purposes.
- (2) Organizations of the following nature shall be deemed “College-Sponsored” for the purposes of this policy:
- (a) Schenectady County;
 - (b) The Faculty Student Association, SCCC Foundation, and recognized College student government organizations;
 - (c) College alumni organizations; and,
 - (d) Community groups which include those with College faculty and/or staff members serving in leadership roles and as integral event planners or coordinators. To qualify as a College-Sponsored event, community groups must demonstrate the following indicia or sponsorship: that the College faculty and/or staff member will be a keynote speaker, a member of the planning committee, or an event moderator, that attendance fees, if any, will be payable to the College, and/or the relevant College department or program area is paying for some or all of the event activities, or as otherwise approved by the President of the College.

College-Sponsored events may require a certificate of insurance in the same amounts as required of non-College organizations but rental and administrative fees will be waived. Payment for support services may be required.

- (3) All rules and regulations relative to the care and use of the College facilities shall be observed including, but not limited to, parking regulations, smoking restrictions and prohibition of alcoholic beverages upon the College campus.
- (4) Food Services (on site preparation or service of food and/or beverages), if any, shall be provided exclusively by the Faculty Student Association or its food service contractor, unless either declines to provide said services, in which case the event sponsor may have food services supplied by a provider of their choice. Notwithstanding the foregoing, if the event is being sponsored by the College’s Department of Hotel, Culinary Arts and Tourism, that Department may provide the food.
- (5) Support services including but not limited to additional security personnel, sound and/or light personnel, College Maintenance (or contracted janitorial services) may be required by the College with the expense thereof charged to the non-College organization as specified in the revocable license.
- (6) (a) The College President or his/her designee shall grant authorization to use College facilities in accordance with these policies and other applicable campus policies

and procedures to a non-College organization by issuing a written revocable license. The President shall have the discretion to authorize a waiver of up to 50% of the facility rental fee (exclusive of costs for support services) one time per school year (September 1 – August 31) upon receipt of a tax exempt form and number by a not-for-profit organization. For purposes of applying the aforesaid waiver, in the case of multiple events request by the non-College organization, the College reserves the right to determine the number of events which shall, taken together, constitute one event.

- (b) The revocable license will be signed by the College and the non-College organization and shall require that the non-College organization:
 - i) Observe established College regulations and policies;
 - ii) Indemnify the College from any liability arising out the actions of the non-College organization or its agents incident to the use of the facilities by the organization;
 - iii) Reimburse the College for any damage (beyond normal wear and tear) to the facilities resulting from their use;
 - iv) Compensate the College for the use of the facilities, with said compensation to include a mandatory non-refundable administrative fee of \$100.00 for each event, which is due and payable upon submission of a computed Event Request Form.
 - v) Provide evidence of appropriate insurance protection or, subject to College determination, reimburse the College for the prorated share of insurance purchased on behalf of a non-College organizations covering property damage, personal injury, or death arising out of the use of College facilities.
 - vi) Refrain from holding itself out as representing the College in connection with the use of the College facilities to which the revocable license relates.
 - vii) Include in any advertisement (including on its website and social media) for the event a reference to the College as the host site for the event.
- (7) Non-college organizations whose purposes are to provide charitable or public benefit services may charge an admission fee or accept donations subject to pertinent State and local laws. Such intention to charge admission fees or accept donations shall be set forth in the application for use of College facilities. When admission fees are to be charged or donations are to be accepted, the organization shall make it known in all publicity concerning the event that the proceeds are for the benefit of the organization and not the College.
- (8) When a license is granted for the use of space in any College building or on any College grounds or portion thereof, the non-College organization shall be required to furnish general liability and property damage insurance in the amounts set forth below. Such

insurance shall designate the College and the County of Schenectady as additional insureds. Evidence of such coverage shall be submitted to the Coordinator of Campus Events at least one week prior to the requested date for use of College facilities. The evidence of coverage shall be in the form of a "Certificate of Insurance" issued by the insurance company providing coverage, which shall be in the following amounts:

General Liability - \$2,000,000 (each occurrence)
Property Damage - \$500,000 (each occurrence)

- (9) The non-College organization must agree that the issuance of the revocable license in no way diminishes the statutory authority of the College to possession of the property to be used under the license and that the non-College organization waives any and all claims against the College or the County arising out of the cancellation or termination of the revocable license for any reason with or without notice.
- (10) The non-College organization shall not make any alterations to the College facilities without prior written approval and shall leave the facilities in substantially the same condition as when the use of the facilities began under the license.
- (11) Campus and non-campus organizations presenting programs involving minors must comply with the SUNY Schenectady Child Protection Policy.
- (12) The revocable license shall contain such other and further terms as may be determined appropriate by the President of the College as appropriately implementing these policies of the Board relative to use of College premises by the non-College organizations.

Application Procedure

Applications for use of the College premises pursuant to these policies will be made available upon demand to the Coordinator of Campus Events together with a copy of the procedures for completion such applications and submitting them for timely approval.

- (1) Room Use: Qualified organizations or agencies will make an application using the SUNY Schenectady County Community College "Event Request Form" for use of rooms at SUNY Schenectady County Community College, and will make such application no later than thirty (30) calendar days before the scheduled event. The application will be sent to the Coordinator of Campus Events. Prior to license approval, the College may require an on-campus visit to discuss event needs and logistics. The Coordinator of Campus Events will notify the agency or organization of action taken on the application, whether approved or disapproved. If application is approved, the applicant will also be notified of the room to be used and cost of such facilities. If the payment is not made prior to the use, then the College will invoice the applicant after the use. In all instances, a twenty percent (20%) deposit will be required upon submission of the signed License Agreement. The deposit will be fully refundable if cancellation is made more than fourteen (14) calendar days before the schedule event. In certain instances, advance payment in full may be required. The College will consider a partial refund if notice of cancellation is given more than seven (7) days before the event. Full payment is due no more than thirty (30) days following the event. Checks should be made payable to "SUNY Schenectady County Community

College.” The College will not approve an application for use of the facilities by non-College organization which has an outstanding balance attributable to a prior event.

- (2) Except as may be otherwise permitted contractually with the Faculty Student Association in its operation of the campus food service, qualified organizations or agencies that desire to schedule use of a room that allows food service must have such service provided by the Hotel, Culinary Arts and Tourism Department and must make arrangements with the Dean of Hotel, Culinary Arts and Tourism Department. There are a limited number of academic credit exercises which are used to accommodate food arrangements for outside organizations. Organizations desiring food service should forward the application directly to the Dean of Hotel, Culinary Arts and Tourism Department. If the Dean of Hotel, Culinary Arts and Tourism Department approves a request for food service, the application for the room use will then be forwarded by the Dean of Hotel, Culinary Arts and Tourism Department to the Coordinator of Campus Events for confirmation of room availability. The cost of the room will be invoices with the food costs. The check should be made payable to “SUNY Schenectady County Community College.”

Use of College Facilities for Political Purposes

- (1) The College has a responsibility to develop its students as fully participating citizens; including the development of political literacy. Consistent with this responsibility the College may provide a nonpartisan forum for the exchange of political ideas and for encouraging the formation of students’ own partisan organizations;
- (2) Student partisan political organizations are not different from any other student organization as to regulations governing recognition, membership, sponsorship and use of facilities. The College, in permitting such groups to use its facilities, is responsible to see that there is equal opportunity for meeting of the various student groups – either for those groups’ own membership or for students generally;
- (3) When students sponsor activities which include the general public, they should bear in mind that in each case the College is being represented to the public and that the College must, therefore, be assured that the activity is in conformity with its purposes. These purposes will largely determine the type and extent of faculty or administrative control over the scheduling of such events;
- (4) Assemblies and convocations focused on political matters are appropriate means for augmenting curriculum offerings, enriching the cultural background of the students, and providing contacts with leaders outside the College. Therefore, the College should welcome and encourage meetings of this kind. To the extent that space permits, the campus-sponsored meetings for students should be open to interested members of the public. The number, form and time of such programs are matters for the discretion of each campus. They should, however, include partisan as well as nonpartisan subjects and leaders and should promote interest in, and understanding of, our political governmental system, especially the responsibilities and opportunities of the citizen through our party system. The campus accepts responsibility for ensuring that any partisan program be part of a scheduled series which presents a balance of views;

- (5) 5. Partisan political organizations may be permitted the use of College facilities under the conditions specified in this policy set forth above and additionally subject to the following conditions:
- (a) That the proposed meeting give promise of contributing to the educational purposes of the College; and
 - (b) That the College sees a reasonable possibility of making the facilities available for other viewpoints to be presented.
- (6) Any employee use of College facilities is limited by, and must be consistent with, Policy No. 2.19 (Political Activity).
- (7) College facilities will not be made available for advocacy directed to inciting or producing imminent lawless action and which is likely to incite or produce such action.

Available Facilities and Rental Fees (Hourly)

The principal facilities available for community activities will be those listed below. The applicable fees indicated are per one-hour period of use during any single day.

<u>Begley Building</u>	Sq. Ft.	Rental Fee
Classroom	540	\$ 35
Orchestra Rehearsal Room	1,904	\$ 60
Carl B. Taylor Community Auditorium (includes stage, ticket booth & Dressing Room)	2,744	\$240
Library Conference Room	541	\$ 30
<u>Elston Hall</u>		
Activity Forum	860	\$ 60
Casola Dining Room	2,266	\$ 100
Van Curler Room (Full)	3,890	\$ 120
Lally Mohawk Room	1,760	\$ 100
Classroom (average size)	540	\$ 35
Conference Rooms	240	\$ 30
<u>Gateway Building</u>		
Classroom	540	\$ 35
<u>Center for Science and Technology</u>		
Classroom (average size)	540	\$ 35
<u>Stockade</u>		
Classroom (average size)	540	\$ 35

Lecture Hall	2064	\$ 120
<u>Center City Location</u>		
Classroom		\$ 50
“Smartboard” Enabled Classroom		\$ 60
Conference Room		\$ 40
<u>Albany Extension Site</u>		
Classroom		\$ 50
“Smartboard” Enabled Classroom		\$ 60
Conference Room		\$ 40
<u>Kindl Building</u>		
Small Classroom		\$ 50
Large Classroom		\$ 60
Conference Room		\$ 40

Fields and Grounds

Use of fields by non-College organizations is subject to availability and consent of the Office of the President and Athletic Director. Student use of fields for intramural, recreation and competitive intercollegiate sports takes precedence over use by non-College organizations. Grounds maintenance is based upon student use in conjunction with weather conditions, which may cause periodic and/or prolonged unavailability of campus playing fields. All fees stated are exclusive of security guard at current contracted hourly fee when required, liability insurance, direct-cost of extraordinary clean-up, and off duty Schenectady Police officer if necessary.

Track	\$50
Grounds	
1-5 acre area	\$50
5-10 acre area	\$120

Parking Lots

Except when reserved parking is requested and approved, use of the parking lot is included at no additional charge when a non-College organization is holding an approved event in one of the campus buildings.

With proper security and safeguards, parking lots may be separately licensed for use by a non-College organization during the periods of recess, holidays or certain weekends. When the parking lots are scheduled for use by a non-College organization, absent an associated event, there will be a charge made for use of the parking lot. In situations where the College deems it necessary to have special security guard to safeguard the users of the parking area and to maintain safety and control within the parking area, the direct cost of the security service will be charged to the organization that has contracted for the parking facility, in addition to the rental fee charge. Unless specifically

authorized for exclusive use, there will be no exclusion of vehicles with College permit stickers from the licensed parking areas.

The parking lot fees will be

Begley Parking Lot	111 spaces	\$150
Center for Science & Tech.	46 spaces	\$ 90
Main Parking Lot	646 spaces	\$810
West Lot	120 spaces	\$150
Music Building	103 spaces	\$150
Reserved Parking *	1 space	\$10**

*The College reserves the right to disapprove reserved parking requests during peak hours of operation.

**\$5 for half day

END OF POLICY