SUNY Oswego Metro Center
Facility Use Policy

These guidelines establish priorities and policies for the use of the SUNY Oswego Metro Center facility to ensure that the facility is available to serve the interests of the Metro Center and of SUNY College at Oswego as a whole.

A. Metro Center Facility Use Priorities
The mission of the college is, “to contribute to the common good by lighting the path to wisdom and empowering women and men to pursue meaningful lives as productive, responsible citizens.” As such,

- The primary activity the Metro Center is education and rental activities may not impede, hinder, or disrupt teaching and learning. SUNY Oswego classes and activities will receive priority over those of other organizations and entities.
- Thereafter, facility rental for events and activities that “grow vital communities and economies at the local, regional and state levels and help develop the citizens, leaders and workforce that communities need to improve and enhance their vitality” will be scheduled during regular hours of operation, space permitting and subject to approval of the Facility Manager.

B. Guidelines for Reserving Metro Center Facilities

- Organizations and individuals seeking to rent space at the Metro Center should contact the Facility Manager by calling (315) 399-4100 or e-mailing: metro@oswego.edu.
- A written explanation of the nature of proposed activities may be required.
- Facility use may be denied based on facility capacity limitations, potential disruption to instruction, building related issues, appropriateness of the activity, or security issues.
- Organizations seeking a reduced rental rate must provide proof of not-for-profit status to keep on file at the Metro Center.
- Programs being held for SUNY Oswego fundraising purposes must be approved by the Vice President for Development, Alumni Relations.

C. Use Fees
- See Metro Center Rental Rate Schedule
- The user agrees to pay fees within 30 days of invoice receipt.

D. Terms of Use
SUNY College at Oswego, the State University of New York, and the State of New York rules and regulations must be respected and adhered to by all users of the Metro Center. These rules include but are not limited to the following:

- A representative or designee from the renter must be present throughout the event.
- The use of caterers must be approved in advance by the Metro Center Facility Manager; an approved list of caterers is available upon request.
- Rental of furniture or equipment not available at the Metro Center is the responsibility of the user; such rentals must be coordinated in advance with the Metro Center Facility Manager.
- Users may not state or imply College sponsorship or endorsement of their activities without written College consent.
- The filming or photographing of activities or facilities at the Metro Center must be approved in advance by the Metro Center Facility Manager.
- Equipment may not be brought into the SUNY Oswego Metro Center and connected with the electric or data service without prior permission of the Metro Center Facility Manager. Use of SUNY Oswego equipment may require training prior to the event.
- Smoking is prohibited in The Atrium building and must occur outside at designated smoking areas, and at least 20 feet away from any entrance/exit.
- Alcoholic beverages are prohibited at the Metro Center unless prior written approval by the Vice President for Administration and Finance is obtained.
- All facilities must be left in the same condition in which they were found and ready for subsequent use.
- The Metro Center user assumes responsibility for any loss/damage incurred. Costs for any damage to the building or equipment will be billed to and paid by the user.