

## **Facilities Use Policy**

This document is designed to provide guidance to the College and the community for the use of College facilities. This guidance will:

1. Establish standard processes for the use of College facilities.
2. Minimize scheduling conflicts.
3. Establish and maintain a consistent, effective and efficient approach to facility use and scheduling.
4. Establish and apply consistent fees and contracts for the use of College facilities.
5. Increase the degree of campus-wide communication and coordination relative to the effective and efficient scheduling of College facilities.
6. Increase the degree of campus awareness with regard to activities and events that use College facilities.
7. Provide designated liaisons to internal and external users to aid them in the scheduling and use of College facilities.
8. Optimize the appropriate use of College facilities.

### A. Philosophy

The use of SUNY Oswego facilities is intended primarily for functions sponsored by official offices, departments and programs of the College in pursuit of its educational purposes. However, SUNY Oswego also recognizes its rightful public service role as a public institution. Therefore, external users may use College facilities where such use does not infringe upon, disrupt or conflict with the operations and activities of the College in pursuit of its educational purposes.

### B. Scope

1. This policy applies only to the use of those facilities located on the main campus of SUNY Oswego.
2. The Rice Creek Field Station staff have sole responsibility for scheduling the use of facilities at Rice Creek Field Station.

3. The Division of Extended Learning has sole responsibility for scheduling the use of facilities at the Oswego State Education Center in Phoenix, the Metro Center in Syracuse, and any additional off-campus facilities used by the College for its educational purposes.
4. Auxiliary Services has sole responsibility for scheduling the use of facilities at Fallbrook Recreation Center.

#### C. Definitions

1. The term “college community” refers to those students who are enrolled at SUNY Oswego, faculty who are employed by the College, and staff who are employed by the College, Auxiliary Services, the Student Association, the Oswego College Foundation or the Alumni Association.
2. The term “event” refers to a single, series or any combination of planned meetings, presentations, functions, gatherings, or other activities that are not part of or directly related to the College’s curriculum of formal instruction.
3. The term “facility” refers to any building, structure, indoor space, equipment, furnishings, parking lot, and/or outdoor space under the custody and control of the College and/or the College Foundation.
4. The term “sponsored” refers to the explicit responsibility for planning, producing and supervising an event.

#### D. User Categories

1. The term “internal user” refers to any school, department, office, committee, task force or organization that is a part of or directly affiliated with the organizational and/or governance structure of the College.
  1. For the purposes of this policy, the following entities are also considered an internal user: Auxiliary Services, the Oswego College Foundation, the Alumni Association, the Student Association, and registered student organizations.
  2. For the purposes of this policy, individual members of the college community are not considered internal users.

2. The term “external user” refers to any individual, group, or organization that is not an internal user. External users shall complete a revocable permit to use space.

#### E. Activity and Event Categories

1. The term "academic class" refers to any credit-bearing course offered as part of the College's curriculum of formal instruction and Extended Learning non-credit bearing courses.
2. The term “academic activity” refers to any meeting, presentation, program, or other activity that is not an academic class but is part of or directly related to the College's curriculum of formal instruction.
3. The term “sponsored event” refers to an event that is sponsored exclusively by one or more internal users.
4. The term “co-sponsored event” refers to an event that is jointly sponsored by one or more internal users and one or more external users; and the primary audience for the event are members of the College community.

Co-sponsorship is not intended to be a mechanism for external users to avoid assessment of applicable fees. To be classified as a co-sponsored event, the event must meet all of the following criteria:

1. the event must be initiated by one or more internal users; and
  2. the internal user(s) initiating the event must assume primary responsibility for planning, organizing and supervising the event; and
  3. the event must have a clear, direct connection and substantial relationship to the educational, operational or programmatic mission of the internal user(s) initiating the event; and
  4. the primary audience for the event are members of the College community.
5. The term “hosted event” refers to an event that is jointly sponsored by one or more internal users and one or more external users; and the primary audience for the event are persons outside the College community.

Hosting is not intended to be a mechanism for external users to avoid assessment of applicable fees.

To be classified as a hosted event, the event must meet all of the following criteria:

1. the event must be initiated by one or more internal users; and
  2. the event must have a clear, direct connection and substantial relationship to the educational, operational or programmatic mission of the internal user initiating the event; and
  3. the primary audience for the event are persons outside the College community.
6. The term “external event” refers to an event that is sponsored by one or more external users and does not meet the criteria to be classified as a co-sponsored event or a hosted event (e.g., a wedding reception or a conference sponsored by an external user).

#### F. Appropriate Use

1. The purpose for which a facility is requested to be used must be consistent with and suitable to the primary function(s) for which the facility was designed or is currently utilized. The proposed use of a facility must conform to building and fire codes, including adherence to occupancy limits and maintaining proper ingress and egress to the facility.
  1. Certain facilities are not reservable due to their specific functions including, but not limited to: offices, storage rooms, closets, bathrooms, stairwells, and hallways.
  2. Certain facilities may not be appropriate for use beyond their primary function for reasons of safety or security including, but not limited to: mechanical rooms, rooftops, maintenance shops, dining centers or catering kitchens, and laboratories.
2. College facilities may only be used for academic classes, academic activities, sponsored events, co-sponsored events, hosted events and external events (see Section E. Activity and Event Categories).
3. College facilities may not be used in a manner that infringes upon, disrupts or conflicts with the operations of the College or the College’s educational purposes (see Regulations and Procedures for Maintaining Public Order on Campuses of the State University of New York in this handbook).
4. College facilities may not be used in a manner that is inconsistent with the College’s status as a tax-exempt educational institution.
5. The College shall have the authority to limit activities and events to specific locations, specific dates(s) and specific time(s), limit the manner in which facilities are used, limit the number of

participants at an activity or event, and set other limits to ensure the integrity of the College's primary programs and educational purposes.

6. The College shall determine appropriate measures for the health, safety, and security of campus members and the public for activities and events and may deny or limit the use of College facilities accordingly.
7. Facility use may be denied or restricted if the College determines that the internal or external user(s) has violated College policy, federal, state or local law during a previous use of College facilities.
8. All internal and external users who schedule the use of College facilities and their visitors and guests must abide by College policies, the Regulations and Procedures for Maintaining Public Order on Campuses of the State University of New York (in this handbook) and other policies of the Board of Trustees of the State University of New York and the tenets of the SUNY Oswego Code of Students Rights, Responsibilities and Conduct (in this handbook). Violation of such policies may result in disciplinary action, criminal or civil actions. Violators may be required to reimburse the College for costs associated with damages or other services incurred as a result of such violation. Violators may be escorted off the campus by University Police.
9. The advertisement and/or posting of information in College facilities soliciting campus or community attendance at events using College facilities must comply with the College's policy on Posting and Distributing Promotional Materials.
10. The use of College facilities by internal and external users must comply with all provisions outlined in this policy.

#### G. Scheduling Authority

1. The Registrar's Office, within the Division of Academic Affairs, is solely responsible for scheduling the use of College facilities for academic classes.
  1. The Registrar's Office shall be responsible for implementing this aspect of the policy.
  2. The Registrar's Office shall establish procedures to request, schedule, reserve, and coordinate the use of College facilities for academic classes.

2. The Event Management Office, within the Division of Student Affairs and Enrollment Management, is solely responsible for scheduling the use of College facilities for academic activities, sponsored events, co-sponsored events, hosted events and external events.
  1. The Event Management Office shall be responsible for implementing this aspect of the policy.
  2. The Event Management Office shall establish procedures to request, schedule, reserve, and coordinate the use of College facilities.
  3. The Event Management Office shall establish procedures to arrange for services in support of activities and events.

#### H. Scheduling Procedures

1. Academic classes
  1. a. Requests for the use of College facilities for academic classes must be directed to the Registrar's Office in accordance with the College's timeline and procedures for scheduling academic classes.
  2. The Registrar's Office will review each request and will approve or deny the request.
  3. If the request is approved, the Registrar's Office will publish the academic class and its assigned classroom, laboratory or other College facility in the College's schedule of academic classes.
2. Academic activities, sponsored events, co-sponsored events, hosted events and external events
3.
  1. Requests for the use of College facilities by internal and external users for academic activities, sponsored events, co-sponsored events, hosted events and external events must be directed to the Event Management Office.
  2. The Event Management Office will review each request, will make a decision as to the appropriate classification of the activity or event and, after appropriate consultation within the college community, will approve or deny the request with cause. The Event Management Office shall base its decision on the following:
    1. the purpose for which the space is requested; and
    2. the appropriateness of the request; and

3. the availability of facilities and other resources; and
  4. the relationship of the user(s) to the College; and
  5. the relationship of the primary audience to the College.
3. If the request is approved, the Event Management Office will coordinate the planning of the activity or event, including the issuance of a revocable permit (where applicable), the scheduling of required facilities and services, the establishment and collection of applicable deposits and fees, and the disbursement of revenue to other College offices/departments.
  4. Each activity and event will be scheduled in an available facility whose capacity and/or design is most appropriate for the size and/or nature of the proposed activity or event.
  5. To optimize the overall use of College facilities, the Event Management Office reserves the right to change the location, reservation start time or reservation end time of a scheduled activity or event. Decisions to change the location, reservation start time or reservation end time of a scheduled activity or event will be made in consultation with the user(s) and with as much advance notice as possible.

#### I. Facility Use Priority

1. Academic Classes
  1. The scheduling of academic classes shall receive first priority for the use of classrooms and laboratories.
  2. The scheduling of academic classes shall not preempt or “bump” scheduled activities or events from other College facilities.
2. Academic activities, sponsored events, co-sponsored events, hosted events and external events
  1. In general, requests for the use of College facilities for academic activities, sponsored events, co-sponsored events, hosted events and external events shall be accommodated on a first-come first-served basis.
  2. When two or more requests for the use of College facilities are received at the same time and a scheduling conflict arises, the following order of scheduling priority will be used to resolve the conflict:

1. academic activities
  2. sponsored events
  3. co-sponsored events
  4. hosted events
  5. external events
3. An activity or event with a higher scheduling priority shall not preempt or “bump” a previously scheduled activity or event with a lower scheduling priority.
3. Classrooms and laboratories may not be scheduled for academic activities, sponsored events, co-sponsored events, hosted events and external events for a given semester or summer term prior to the release of the final schedule of academic classes for that semester or summer term except for those activities and events that are scheduled during academic breaks and/or non-class or weekend hours.
4. Requests for use of College facilities from SUNY System Administration shall have priority over external users.
5. The College reserves the right to preempt the facility use priority to meet the educational purposes of the College or in response to unique needs or circumstances.

#### J. Deposits and Fees

1. The College reserves the right to charge deposits and certain other fees, as listed below, related to the use of College facilities:
  1. Administrative Fee – a fee assessed for the planning and/or support of an activity or an event.
  2. Damage Fee – a fee assessed for damage to a facility resulting from an activity or an event.
  3. Deposit – a non-refundable payment made for the purpose of reserving the use of a facility or facilities for an activity or an event. The amount of the deposit is applied toward the total cost of all applicable fees arising from the production of the activity or event.
  4. Rental Fee – a fee assessed for the use of space, furnishings and/or equipment.
  5. Support Service Fee – a fee assessed for a service required or provided by the College, or its subcontractors, in support of an activity or an event (e.g., custodial, maintenance, catering,



dining center meals, parking, traffic control, event security, and facility supervision outside normal operating hours).

2. The Event Management Office has sole authority to quote and assess fees for the use of College facilities for all academic activities, sponsored events, co-sponsored events, hosted events and external events.
3. Generally, an internal user who uses College facilities for an academic activity, a sponsored event or a co-sponsored event will not be assessed a deposit or administrative fees.
  1. Rental fee(s) will be assessed for the use of residence hall facilities.
  2. Rental fee(s) may be assessed for the use of facilities under the custody and control of Auxiliary Services (e.g., Fallbrook Recreation Center).
  3. Support service fee(s) will be assessed for dining center meals and for catering.
  4. Rental fee(s) may be assessed for furnishings and equipment when an activity or event requires additional furnishings or equipment not included in the routine operation of the facility or facilities used.
  5. Support service fee(s) may be assessed when an activity or event requires additional staffing or support services not included in the routine operation of the facility or facilities used.
  6. Damage fee(s) may be assessed when an activity or event results in damage to the facility or facilities used.
4. Generally, an internal and/or external user who uses College facilities for a hosted event or an external event will be assessed a deposit and applicable rental fees, support service fees, and administrative fees.
5. Damage fee(s) may be assessed when an activity or event results in damage to the facility or facilities used.
6. An external user who can provide evidence of its not-for-profit status may receive a discount of up to 25% on all qualifying rental fees.

#### K. Cancellation and Facility Substitution Policy

1. The College reserves the right to substitute an alternative facility if deemed necessary to:

1. ensure the integrity of the College's primary programs and educational objectives;
  2. optimize the use of College facilities;
  3. respond to unique needs or circumstances.
2. In extremely rare situations, due to factors beyond the control of the College, including, but not limited to weather conditions, unavailability of facilities due to physical damage, or mechanical breakdown of support systems, the College may cancel a previously scheduled activity or event without penalty to the College.
  3. The College reserves the right to establish reasonable cancellation deadlines for academic activities, sponsored events, co-sponsored events, hosted events and external events. Such deadlines will be established and communicated in a timely manner to internal/external users during the planning process. The cancellation of academic activities, sponsored events, co-sponsored events, hosted events and external events must be directed to the Event Management Office. Cancellations received by the Event Management Office after an established cancellation deadline may result in the assessment of additional fees and/or the loss of non-refundable fees.

#### L. Insurance

1. The College reserves the right to require certain internal and external users to provide a certificate of insurance related to the users' use of College facilities.
2. If required by the College, the user(s) shall purchase and maintain, at its expense, the following types of insurance:
  1. Workers' compensation insurance sufficient to cover all employees of the user. Such policies shall name SUNY Oswego, SUNY, and the State of New York as additionally insured.
  2. Comprehensive commercial general liability insurance, property damage insurance, and automobile liability insurance in such amounts as the College shall deem sufficient but no less than \$250,000 each person, \$1,000,000 each occurrence for bodily injury and property damage. Policies shall be on an occurrence basis only. Such policies shall name SUNY Oswego, SUNY, and the State of New York as additionally insured.

3. The user(s) must provide the College with current certificates of insurance. These certificates shall contain a provision that coverages afforded under the policies shall not be canceled or changed until at least 30 days' prior written notice has been given the College.

M. Indemnification

The College reserves the right to require certain internal and external users to indemnify the College, SUNY, and the State of New York from any liability arising out of the actions of the user or its agents incidental to the use of the College facilities by the user.

N. Waivers and Additional Discounts

Requests to waive or discount deposits and fees related to the use of College facilities must be submitted in writing to the Director of the Event Management Office or designee. The Director of the Event Management Office will then submit his/her recommendation to the Vice President for Student Affairs and Enrollment Management. The Vice President for Student Affairs and Enrollment Management will approve or deny the request.