

POLICY 7100

USE OF COLLEGE FACILITIES

Policy Category: Facilities

Area of Administrative Responsibility: Facilities Management

1. auxiliary service corporations as defined by the SUNY Guidelines;
 2. recognized College or Campus student organizations;
 3. Campus alumni organization;
 4. educational units of the College;
 5. departmental and interdepartmental employee organizations;
 6. student groups recognized by the Student Government Association; and
 7. professional and civic organizations brought onto Campus by a department, faculty or staff members for officially sponsored activities which are relevant to the educational mission of the College.
- B. External User: Any individual, group, or organization that is not an internal user.
- C. Facilities: Land, grounds, parking lots, structures, buildings, indoor space, equipment and furnishings under the custody and control of the College.
- D. Long-Term Agreement: A recurring use as determined by the Vice President for Facilities Management, or his/her designee(s), of College facilities by an External User.

GENERAL

Use of College facilities by External Users which are not formally affiliated with the College may be approved subject to the guidelines established by this policy and other appropriate College policies and procedures, and based on the discretion of the Vice President for Facilities Management, or his/her designee(s).

PRIORITY

College use of all facilities shall have absolute preemptive priority over use by External User. The College reserves the right to cancel, postpone, or alter arrangements for any event if necessary. The priorities for usage of available College facilities are as follows:

- A. Instructional use
- B. Co-curricular use
- C. Use by Campus organizations
- D. Use by off-Campus educational and professional organizations whose activities are related to the educational and organizational mission of the College
- E. Use by External Users that are charitable organizations which are federal and state tax exempt
- F. Use by all other External Users

POLICY

B. Requirements of Approved Users:

External Users that have received approval to use College facilities are required to:

1. Comply with all applicable College policies and procedures, and applicable local, state and federal laws.
2. Assume full responsibility for any loss, damage or claims arising out of their use of the facility.
3. Pay the appropriate use fee and other charges for the use of the facility and related services. (Custodial cost, security, set up/tear down, etc.)
4. Indemnify, defend and hold harmless the College and the County of Nassau, as well as their officers and employees, from any liability arising out of the actions of the user, its agents, employees and invitees, incidental to the use of the facility by the user.
5. Provide evidence of appropriate and adequate insurance protection covering property damage, personal injury, or death arising out of the use of the facility and naming the College and the County of Nassau as additional insureds. The College may waive this requirement for government agencies and not-for-profit users upon a determination by the Vice President for Facilities Management that there is minimal risk exposure to the College from the event.
- 6.

USE OF COLLEGE FACILITIES**POLICY 7100**

c. Lecture Halls	\$180 for first hour	\$24 for each additional hour or part thereof
General		
F 123	\$300 for first hour	\$60 for each additional hour or part thereof
F337	\$240 for first hour	\$48 for each additional hour or part thereof
G 65	\$180 for first hour	\$36 for each additional hour or part thereof
Projection Room	Included in price of rental of Lecture Hall G 65 Staff Costs Additional	
G 169	\$180 for first hour	\$36 for each additional hour or part thereof
Projection Room	Included in price of rental of Lecture Hall G 169 Staff Costs Additional	

3. College Center Building:

Facility	External User Fee	External User Additional Hour(s)
a. Conference Rooms		
Room 210		

USE OF COLLEGE FACILITIES**POLICY 7100**

c. Dance Studio	\$240 for the first hour Staff Costs Additional	\$48 for each additional hour or part thereof
d. Weight Training Room	\$360 for the first hour Staff Costs Additional	\$48 for each additional hour or part thereof
e. Racquetball Court	\$48 for court hour Staff Costs Additional	\$48 for each additional hour or part thereof
f. Pool	\$360 for the first hour Staff Costs Additional	\$90 for each additional hour or part thereof
g.		