

POLICY 7100

USE OF COLLEGE FACILITIES

Policy Category: Facilities

Area of Administrative Responsibility: Facilities Management

Board of Trustees Approval Date: April 18, 2017

Effective Date: April 19, 2017

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PURPOSE

The purpose of this policy is to describe the rules governing use of Nassau Community College facilities by College students, employees and groups, as well as by

4. educational units of the College;
5. departmental and interdepartmental employee organizations;
6. student groups recognized by the Student Government Association; and
- 7.

operation. Approval to use facilities does not necessarily imply approval of the aims and purposes of the user or the event being planned.

A. Facility Use Fees and Other Charges:

Payment for the use of College facilities must be made in accordance with the fee schedule adopted by the Board of Trustees. The fee schedule represents the rental fee to be paid for the use of facilities and does not include additional charges that may be associated with the use of facilities as detailed below. The fee schedule, as set out in Section D, will be utilized to calculate the rental fee to be charged to all External Users. Nevertheless, the College may determine to waive the rental fee for the following uses:

1. User fees may be waived by the Vice President for Facilities Management for use by County of Nassau and State of New York government units, departments and agencies including SUNY units where the County/State departments are the direct sponsor of the event and where the sponsoring agency assumes liability responsibilities. All reimbursable costs remain applicable and payable by the user; or
2. User fees may be waived by the Vice President for Facilities Management for use by Federal and other local government units, departments and agencies (Town, Village, School District, etc.) where they are the direct sponsor of the event and where the sponsoring agency assumes liability responsibilities. All reimbursable costs remain applicable and payable by the user; or
3. User fees may be waived or reduced by the Vice President for Facilities Management for use by non-profit charitable organizations where they are the direct sponsor of the event, where the purpose of the event is solely to benefit the purpose of the charity, and where the non-profit charitable organization assumes liability responsibilities. All reimbursable costs remain applicable and payable by the user.
4. Waiver of fees for any other arrangement must be approved by the President of the College.

Charges for technical, maintenance, custodial, security and administrative personnel as a result of the event are the responsibility of the user. The College will determine, in consultation with the user, the appropriate levels of staffing required to support the proposed event. In all cases, the College reserves the right to independently require and provide, at the user's expense, such College personnel as may be needed to ensure order and safety for the event. These additional charges shall be charged to the user at cost. The College reserves the right to require a deposit prior to the event.

B. Requirements of Approved External 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

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Room 252/253	\$360 for first hour	\$75 for each additional hour or part thereof
(Room can be divided)	\$180 for first hour	\$36 for each additional hour or part thereof
Room 254	\$140 for first hour	\$28 for each additional hour or part thereof
b. Multi-Purpose Room Room 120	\$720 for first hour	\$144 for each additional hour or part thereof
c. VIP Rooms/Prep Area Rooms 171 & 173	\$70 for first hour If the Multi-purpose Room is rented – one VIP Room is included	\$70 for each additional hour or part thereof
d. Projection Room Room 260	\$720 for first hour Subject to Special Authorization Technical support required Staff Costs Additional	\$144 for each additional hour or part thereof

4. Physical Education Complex:

Facility	External User Fee	External User Additional Hour(s)
a. Gymnasium	\$720 for first hour Staff Costs Additional	\$270 for each additional hour or part thereof
b. Field House	\$720 for first hour Staff Costs Additional	
½ Field House		

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Dive Tank	\$145 for first hour Staff Costs Additional	\$145 for each additional hour or part thereof
Per Lane	\$50 for first hour Staff Costs Additional	\$50 for each additional hour or part thereof
g. Wrestling Room	\$400 for first hour Staff Costs Additional	\$100 for each additional hour or part thereof
h. Classrooms	\$50 for first hour Staff Costs Additional	\$10 for each additional hour or part thereof

5. Other College Locations:

Facility