



Approved By: Cabinet
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Category: Faculty & Academic Affairs
Contact: Director of Special Events
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Facility Use Policy

The mission of the Office of Campus Scheduling and Special Events is to provide professional planning support and information for every event on campus resulting in efficient space management and successful campus events. To accomplish these goals effectively, all requests for space (this includes outdoor areas) must be approved through the Office of Campus Scheduling and Special Events. This single campus clearinghouse for all events will provide knowledgeable support and coordination so that every event will become a successful, positive reflection of the College.

The Office of Campus Scheduling and Special Events administers and enforces the Facility Use Policy. Campus Scheduling and Special Events provides scheduling, physical arrangements, event planning, and facility use coordination with all relevant College support departments including Campus Auxiliary Services, CIT, Facility Services, University Police, College Union and Activities and Intercollegiate Athletics and Recreation.

The College must be reimbursed for all direct costs incurred in facility use. Direct costs are defined as all fees associated with having an event or program in College facilities, or supported by College services. Direct expenses include, but are not limited to, costs incurred as a result of occupancy beyond regular hours, audio-visual requirements, housekeeping, personnel required to service an event, set-ups, special equipment, University Police, Parking Services, HVAC outside the state supported guidelines, and technical support. Each department or organization will be billed accordingly for direct expenses associated with events.

The Office of Campus Scheduling and Special Events is the resource for all procedures for facility use, and questions about compliance with the Facilities Use Policy. Weekly planning meetings are held every Thursday to review upcoming events with representatives from College support departments as outlined above.

To schedule space or for assistance in planning your event on campus contact the Office of Campus Scheduling and Special Events in Erwin 105A or by calling x5500. Visit us online at <http://events.geneseo.edu> for more details and guidelines on planning campus events.

I. Department -Sponsored and Academic -Related Use of College Facilities

- A. An academic-related or department-sponsored event is defined as a meeting, seminar, lecture, or symposium, which is held for the benefit of College faculty, staff or students with primarily internal College participants. College facilities are available to faculty, staff and recognized student organizations for sponsorship of educational programs or programs sponsored by academic and administrative departments. College facilities are NOT available to faculty, staff or students for

personal use. However, individuals and external organizations may use space for a fee. (See section III of these policies for more information).

- B.** An event where participants are predominantly non-College individuals should be treated as an external event and scheduled through the Office of Campus Scheduling and Special Events. Such events will require the issuance of a New York State Revocable Permit. College departments may choose to sponsor such events. Such sponsorships will require the issuance of a New York State Revocable Permit AND the department will be financially responsible for all direct costs.

II. Recognized Student Organization Use of College Facilities

A. Fundraising

- i.** Fundraising is permitted on campus to support direct program costs, the internal operations of recognized student organizations, or contributions to non-profit, external and charitable organizations.
- ii.** Each fundraising activity must be approved by the Director of College Union and Activities. Applications must be submitted at least seven days in advance to the College Union and Activities Office, MacVittie College Union 321. Activities must be conducted in the location assigned.
- iii.** Permission will be granted or denied in writing within seven days and the approval must be shown on request to anyone who asks for proof of permission.
- iv.** Solicitations for charities require permission also from the governing body of the group involved, and the activity will be limited to public areas and excluded from rooms and corridors.
- v.** In addition to College permission, organizations conducting charity drives must receive specific permission to solicit within particular campus buildings from the administrators responsible for those buildings. Refer to Director of College Union & Activities for specific instructions.
- vi.** For off-campus fundraising, Federal, State, and Local rules apply.
- vii.** Within 10 days of the completion of the fundraising, documentation of the deposit to the charitable organization must be submitted to the Director of College Union & Activities, MacVittie College Union 321.

B. Sponsorship of Commercial Activity for Profit by a Recognized Student Organization

- i.** Sponsoring a commercial activity must be approved on an individual basis by the Director of College Union and Activities.
- ii.** The commercial activity must in some way contribute to the recognized student organization treasury and be handled by the organization.
- iii.** Consideration for sponsoring commercial activity by a recognized student organization will be given only if:
 - the organization presents proof of the activity's legitimacy;
 - the organization presents a rationale stating that the activity will enhance the College community educationally or culturally;
 - the activity will not conflict with the College's agreement with Campus Auxiliary Services or compete with it in the sale of comparable items
- iv.** Where appropriate, the commercial vendor must certify that it will charge and report applicable sales tax on items sold and comply with all applicable State and local laws and regulations.

C. Sponsorship of Political Programs by Recognized Student Organizations

Geneseo encourages and supports the free exchange of ideas and political viewpoints; but the name of the College, insignia, seal or address of the College or any of its facilities may not be used for the direct support of a partisan political cause or candidacy.

When the campus does approve the use of campus property or facilities for political purposes, reasonably equal opportunity shall be provided for the presentation of all sides or views and in such cases reasonably equal access to the property or facilities shall be provided all sides.

III. Use of College Facilities by External Organizations

The Office of Campus Scheduling and Special Events will have scheduling priority during the summer months and during breaks in the academic year after all college sponsored activities have been scheduled. Events scheduled during the academic year and using general College facilities may not conflict with scheduled student activities. Normally the Office of Campus Scheduling and Special Events will not book engagements or confirm reservations for use of College facilities by outside groups during the academic year more than three months in advance. Events in the College Union and the Knight Spot need prior approval from the Director of College Union and Activities. Events in the Residence Halls require approval from the Dean of Residential Living, and events involving athletic facilities require consultation and approval of the Director of Intercollegiate Athletics and Recreation. Requests for use of Wadsworth Auditorium, Alice Austin Theater or Robert Sinclair Theater (Blackbox) must be approved through School of the Arts.

A. Organizations Eligible to use College Facilities

- i. Non-profit, educationally oriented associations and organizations;
- ii. Local, county, State and University agencies and organizations;
- iii. Non-profit, religious organizations;
- iv. Organizations that by meeting on campus will enhance the relationship between the College and the Community, or which enhance the educational mission of the College; and
- v. Organizations which provide a community service which in their use of College facilities do not compete with area businesses.

B. Approval for Use of Facilities

- i. All inquiries and requests for the use of College facilities and services by external organizations must be made to the Office of Campus Scheduling and Special Events.
- ii. Events for which participants are predominantly non-college students, faculty or staff, even if sponsored by a faculty or staff member or department, must be scheduled and planned through the Office of Campus Scheduling and Special Events.
- iii. The office of Campus Scheduling and Special Events will consult with the administrators in charge of facilities requested to determine availability.
- iv. The Office of Campus Scheduling and Special Events will act as coordinator for the use of all College facilities and services for approved conferences.
- v. The Office of Campus Scheduling and Special Events will distribute information relating to conferences on campus in a timely basis to these administrators responsible for providing necessary services.
- vi. A New York State Revocable Permit will be issued to any external organization wishing to use College facilities. All revocable permits will be issued by the Office of Campus Scheduling and Special Events and submitted to the Vice President for Administration for approval at least two weeks prior to the start of the conference or use of facilities. The Revocable Permit must be approved by the Vice President or his designees before an organization is permitted to use the College Facilities.
- vii. Any external organization must provide proof on insurance and a Certificate of Liability in the amount of \$1million. The certificate must name the State and the College as additional insured.

C. Facility Use Charges – Facility use charges are established by the Facilities Use Committee and are approved by the President.

- i. Additional charges may be required for special services such as custodial, electrical, air conditioning, facility supervision, University Police and Parking Services and any costs for damages incurred.
- ii. The Office of Campus Scheduling and Special Events will issue Revocable Permits for stand-alone athletic functions for external organizations. Scheduling will be coordinated with the Department of Intercollegiate Athletics. There will be a permit application fee to cover expenses incurred in processing the permit.
- iii. With the exception of facility use rates for stand-alone athletic functions, the Office of Campus Scheduling and Special Events is the only office authorized to submit bids, quote facility use rates or conference rates to external users.

D. Campaign Policy- refer to item 4-400 of the College campaign Policy found at:
<http://www.geneseo.edu/~policies/policies/Campaigning%20Policy%204-400.pdf>

E. Free Speech

Individuals interested in using the campus grounds for assembly, picketing, or demonstrations are required to inform the College of their intentions and obtain authorization through the Office of the Vice President for Student and Campus Life. Forty-eight hours advance notice is required. Applicants to utilize campus grounds are required to submit: their name(s); the name of their organization; the location sought; the date and time of the planned demonstration; the number of persons expected to participate; and the manner of demonstration.

Please refer to Assembly Policy #3-315 at

<http://www.geneseo.edu/~policies/policies/Assembly%20Policy%203-315.pdf>

Policy and Procedures for Room Reservations and Special Events
Eff. 01/7/2009

I. General Guidelines and Policies for All Events on Campus

Faculty, staff and recognized student organizations may reserve rooms on campus by contacting the Office of Campus Scheduling and Special Events, Erwin 105A, ext. 5500, or online at <http://events.geneseo.edu>.

- A. Timeliness:** To ensure that your request is processed in a timely and efficient manner, please submit your request a minimum of two-weeks prior to the event. Late requests will be accommodated, if possible depending on the nature of the request. Please note that recognized student organizations may not make reservations for space before the first day of classes or after the last day of classes in any given semester. Student organizations cannot reserve space or hold events on study days or during final exams of either semester. If a student organization would like to reserve and use space during the summer sessions, Campus Scheduling will work with the groups on a case by case request to accommodate the request.
- B. Confirmation:** A confirmation notice will be forwarded to the requestor via email or will be given over the phone. Please verify that all information entered is correct. Note: Do not advertise your event until the confirmation has been received.
- C. Space Holds:** A requestor may hold space without commitment or event details until another request has been made for the same space. At that time the original requestor will have up to two weeks to commit to the original request or release the date for the second group.
- D. Changes:** Any changes to the original reservation request must be submitted a minimum of five working days prior to the event. Any date change may also result in a charge to the sponsoring group.
- E. Cancellations:** The cancellation of an event must be done a minimum of three working days prior to the event. Responsible parties will be financially accountable for all charges that would have

been incurred because of commitments made to facilitate the event if proper notice is not given to Campus Scheduling and Special Events.

- F. Damage to property:** Furniture or equipment may not be removed during the reservation of the facility. Any furniture that was moved to facilitate your event must be returned to its original location. Decorations must be removed and the facility left in unmarked condition when the reservation is completed. Persons using space are responsible for leaving the room in a neat and orderly state. In addition to any normal charges, persons who leave a disorderly room and/or cause damage to the room or equipment may be liable for a service charge and are subject to New York State Laws for possible prosecution and student groups could also face action through the Student Code of Conduct if appropriate
- G. Food and Beverage:** All Food and Beverage catering is exclusively provided by Campus Auxiliary Services (CAS). On occasion, CAS may honor a request to vary from the current catering policies. Requests for food and beverage must be made at least two weeks prior to the event.
- H. Revoking Reservations:** The Office of Campus Scheduling and Special Events may revoke approval for use of any College facility when facilities are misused, or any of the provisions of the reservations procedures are violated. Campus Scheduling and Special Events reserves the right to change/cancel a room reservation if necessary. This would only happen in emergency situations or as outlined in the Scheduling Priorities Policy.
- I. Spaces of Note:** For the purpose of proper event planning, the following spaces cannot be reserved online through Virtual EMS and must be reserved directly with the Office of Campus Scheduling and Special Events.
 - i. MacVittie College Union Ballroom
 - ii. MacVittie College Union Hunt Room
 - iii. MacVittie College Union Lobby
 - iv. MacVittie College Union Plaza
 - v. ANY Outdoor space (Quads, Playing Fields, College Green)
 - vi. ANY space in Merritt Field House or Schrader (gym, pool, etc)
 - vii. Holcomb Gymnasium & Cafetorium
 - viii. Wadsworth Auditorium
 - ix. Alice Austin Theater
- J. Solicitations:** Nothing may be sold and no funds may be solicited at unreserved locations.
- K. Time Limits:** The Office of Campus Scheduling and Special Events reserves the right to establish time limits (exceptions to the seven-day rule) for making arrangements and confirming reservations depending on technical requirements or nature of the events.
- L. Safety:** Provisions must be made for the safety of persons attending an event on campus. It is the recognized student organization's responsibility to work with Environmental Health & Safety Office and University Police to ensure that safety regulations required by SUNY Geneseo are met.
- M. College Endorsement:** Use of SUNY Geneseo facilities does not imply College endorsement of an organization, its events, or its objectives. All activities must be in complete accordance with all federal, state and local statutes and must be in accordance with all SUNY Geneseo regulations and policies.
- N. Off-Campus Participants:** Any recognized student organization or department hosting an event where off-campus participants are in attendance, must contact the Office of Campus Scheduling and Special Events (5500) and the Campus Auxiliary Services (5666) for catering. (if food or catering is needed)
- O. Space Reservation Limits:** Campus Scheduling and Special Events reserves the right to limit the number of reservations a single group can make for any given week. In an effort to provide space to as many groups as possible, a group may reserve a maximum of four (4) hours of meeting/event time per week on a regular basis. Groups may reserve additional time on a space available basis after the third week of classes in a given academic year.

II. Scheduling Priorities Policy

- A. Academic classes scheduled through the Records Office take priority over everything else in the academic classroom buildings.
- B. Events scheduled will have the following priorities:
 - i. Major, traditional, annual on-campus events, such as Commencement, Convocation, Parent's Weekend, Alumni Weekend and Homecoming
 - ii. Academic-related College events scheduled by appropriate faculty
 - iii. Contractual events such as Limelight & Accents and Concerts
 - iv. The following Campus Governance Groups' Weekly Meetings:
 - a. Inter-Residence Council, Mondays at 7:00pm
 - b. Academic Affairs Committee, Tuesdays at 7:30pm
 - c. Student Association, Wednesdays at 6:15pm
 - d. Inter-Greek Council, Thursdays at 5:00pm
 - e. Non-academic-related events scheduled by students or faculty
- C. Regular meetings, review sessions, etc.: A request to book space for the next academic year can be made after April 15th of the current year. The College Union and individual building conference rooms can be booked for both semesters of the following year (up to 18 months in advance), however, those groups requesting rooms in academic spaces may only request dates for the next semester. Requests for the following semester may be made at the beginning of the said semester after "Add/Drop." Reservations are processed as quickly as possible. A turnaround time of no more than seven (7) days may be required at certain times of the year.
- D. Reservations for the following year: A room reservation request for an event or activity for the next school year may be submitted beginning April 15, of the current year. Reservations will not be accepted prior to that date, with the exception of major campus events. Procedures for reserving dates, time, and space for events may be obtained through the Office of Campus Scheduling and Special Events.

III. Procedures specific to the MacVittie College Union

- A. A short-notice reservation form permits arranging last-minute meetings of organizations at the MacVittie College Union Student's Manager's Office, CU213, (2nd floor) by reserving CU meeting rooms not previously scheduled. This is only for Union conference-style meeting rooms and can only be made after 3:30 pm day of the event (or on weekends.) There cannot be any special setup arrangements for these rooms. Note: This procedure is to be used for emergencies; it is always best to use the normal reservation procedure.
- B. All scheduled events in the MacVittie College Union must end at least one-half hour before the reservation ends or the building closes to permit cleanup by the sponsoring organization. Any event not held within building hours must have special permission from the Director of the College Union and Activities Department (or designated staff), CU 321, and there will be a charge for building supervision outside of regular hours. Building/event hours are regularly extended to 2:00am on Friday and Saturday evenings to support Geneseo Late Knight. Overnight hours may be granted with approval, however are limited to 2 overnight events per semester.
- C. Flyers may not be taped to any surface in MacVittie Union. Any organization taping up flyers will be subject to charges for the removal of the flyer or repair of the surface. Organizations are permitted to submit special proposals to College Union and Activities staff for any creative publicity differing from the policies and procedures.
- D. College Union and Activities staff and Student Managers reserve the right to control the sound levels of events in the MacVittie College Union.
- E. The distribution of leaflets, handbills, samples and other materials in the MacVittie College Union may occur only in a reserved area. When distribution is over, the organization is responsible for picking up any materials thrown on the floors throughout the building.
- F. Every effort is made to reserve the type of room requested. Please be sure to read the printed confirmation to ascertain the exact room assigned to your organization. It also may be necessary

to relocate a function in order to best use the facilities available. If this is necessary, all parties will be notified as far in advance as possible.

- G.** Individuals and Organizations are expected to leave the space they reserved and utilized with the same setup and in the same condition as they found it at the beginning of their reservation. If the room is in need of custodial services or a reset, charges may be levied accordingly.
- H.** Direct expenses include, but are not limited to, costs incurred as a result of occupancy beyond regular hours, audio-visual requirements, housekeeping, personnel required to service an event, set-ups, special equipment, University Police, Parking Services, HVAC outside the state supported HVAC guidelines, and technical support. Charges will be passed on to the organization/individual placing the reservation.

IV. Online Reservation Procedures

Geneseo's online reservation system can be viewed by visiting the Event Management System (EMS) web site by accessing: <http://events.geneseo.edu>. Faculty, staff and recognized student organizations may use the system to search for available space and submit a secured online **request** for space. Requests are approved or declined by the Office of Campus Scheduling and Special Events. *Submission of a request does not confirm a reservation.* All standard policies and procedures apply. Those organizations that have special needs should contact the Office of Campus Scheduling and Special Events, Erwin 105 (ext. 5500).

V. Guidelines for Events On-Campus

If your organization or department is planning an event on campus, and the you must communicate with the Office of Campus Scheduling and Special Events at least three (3) weeks prior to the event. At that time you should be prepared to discuss the details for the event.

A. Event Categories:

- i.** Your event will require a late night closing after building hours.
- ii.** You have invited off-campus guests.
- iii.** You are having a performer and a contract is required.
- iv.** You are having food at your event.
- v.** If you require a setup other than the standard room setup for the reserved space or need additional equipment.
- vi.** Event is to be held outdoors.
- vii.** If your event requires parking for off-campus guests.

B. In accordance with campus guidelines, the following policies are reiterated for recognized student organizations in planning an event:

- i.** Events held in the College Union will end at 11pm Sunday – Thursday and 2:00am Fridays and Saturdays. Groups may request permission for extended hours.
- ii.** College Union building/event hours may be extended beyond 2:00am on Friday and Saturday evenings with approval of the Director of College Union and Activities or designee for College Union and Activities. If building hours are extended you must stop admitting new guests at 2:00am as the building will be locked at that time. Overnight hours may be granted with approval; however these are limited to 2 per semester.
- iii.** After details of the event have been reviewed by the Office of Campus Scheduling and Special Events with appropriate College support offices and the students, additional University Police officers may be required.
- iv.** A professional staff member (such as an advisor or resident director) may also be required to attend the event. Staff members are always welcome to attend any program.
- v.** Recognized student organizations should have a plan for monitoring the doors and taking tickets to ensure the safety of all attendees.

- vi. All policies and procedures stated in the Student Organization Handbook must be upheld. Recognized student organizations failing to follow these procedures for planning programs could jeopardize their College recognition.
- vii. We recommend that all event sponsors arrive at their event at least 15 minutes prior to its start time. Should there be a problem with your event, please take the following steps:
 - a. During Business Hours – Call Campus Scheduling and Special Events at x5500 and they will assist.
 - b. Outside of Business Hours –
 - *If your event is in the College Union*, locate the building manager and they will assist.
 - *If your event is NOT being held in the College Union*, call the Heating Plant at 5656 to have the proper Facilities Services staff person on duty dispatched to the location of your event.

VI. Policy for Posting Events on EVENTS-L

- A. All on-campus events must be first scheduled and processed by the Office of Campus Scheduling and Special Events Office before they are posted on the events-l.
- B. Only organizations officially affiliated with the College (e.g., recognized student organizations, academic departments, college offices) may submit event information for posting.
- C. SUNY Geneseo computer facilities shall be utilized solely for work consistent with the instructional, research, and administrative goals of the College, as defined in the SUNY Geneseo "Missions and Goals" statement and the SUNY Policy Manual, Item 007.1. Geneseo computer facilities and network may not be used to post or transmit any material that constitutes or contains advertising or any solicitation of product or services in exchange for personal financial or political gain.
- D. In addition, the advertising of events or activities that promote the use of alcoholic beverages and/or illicit drugs is prohibited.
- E. All posted events must follow College policies, and state, federal, and local laws and regulations.
- F. Off-campus events may be posted only after the approval of authorized personnel. Contact Campus Scheduling and Special Events Office ((585)-245-5500) for more information. Recognized student organizations should contact the Department of College Union and Activities (585) 245-5855.
 - i. An off-campus event is considered acceptable to post if it meets these criteria:
 - ii. The event is directly related to or would benefit the College, the College's Mission and Goals or an organization officially affiliated with the College.
 - iii. The event adheres to the same policies as on-campus events, except for the scheduling and processing by the Campus Scheduling and Special Events office.
 - iv. The event is accessible to the College community.