



## SUNY Ulster Board Policy Manual

Policy Section	
<b>10.</b>	<b>BUILDING AND GROUNDS</b>



## SUNY Ulster Board Policy Manual

Policy Section	
<b>10.1</b>	<b>FACILITIES</b>

Policy Section	
<b>10.1.1.</b>	<b>PRESIDENT'S HOUSE</b>

Approval Date: April 30, 1968

WHEREAS there is a need to stipulate the conditions of occupancy by the President in the newly acquired president's residence, and

WHEREAS the sites and Facilities Committee have studied and discussed the conditions with the President, now, therefore, be it

RESOLVED, that as part of the conditions of employment, the president must reside in the president's home, and, be it further

RESOLVED, that there will be a monthly rental fee of \$250.00 commencing on the first day of the first full month upon occupancy.

Adopted April 30, 1968 (68-4-33)



Ulster County Community College

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<b>Policy Section</b>	
<b>10.1.2.</b>	<b>FACILITIES USE FEE SCHEDULE-2013-2014</b>

Approval Date: April 30, 1968

WHEREAS, the rental schedule for use of College Facilities is reviewed each year, and

WHEREAS, campus upgrades continue to occur and requests continue to increase, now, therefore, be it

RESOLVED, that the Board of Trustees hereby approve the attached fee schedule and guidelines for the rental of facilities, effective September 1, 2015.

<p><b>ULSTER COUNTY COMMUNITY COLLEGE</b>  <b>FACILITIES USE FEE SCHEDULE –2015-2016</b>  <b>May 19, 2015</b></p>
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**ROOM (Full Day)**

Quimby Theatre (performance date, 10 hrs)	
Not-For-Profit	\$ 700
For-Profit	\$ 750
Quimby Theatre (rehearsal date, 10 hrs)	
Not-For-Profit	\$ 600
For-Profit	\$ 650
Senate Gym	\$ 475
Athletic Fields	\$ 40/Hour
Student Lounge	\$ 475
Cafeteria	\$ 475
BUR120 Lecture Hall	\$ 325
Regular Classroom (25 seats)	\$ 175
Large Classroom (>25 seats)	\$ 225
Conference Room	\$ 275
Business Seminar Room	\$ 425



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### FACILITIES USE FEE SCHEDULE – 2015-2016

Computer Laboratory	
(20 station)	\$ 625
(< 20 station)	\$ 425
Computer Laboratory (Open Lab HAS101)	
½ Lab	\$ 825
Whole Lab	\$ 1,100
(One-half day rentals are 50% of fee)	

### Other Rooms

Interactive Video Conference	\$ 375
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Note: Telephone Charge & Information Technology personnel are extra charges.

### EQUIPMENT (FULL DAY)

VCR or DVD and Monitor	\$ 50
Carousel/Slide or Overhead Projector	\$ 30
LCD Projector	\$ 100
Teleconference Downlink*	\$ 150
Special Set-ups per event	\$ 25
Sound Equip. (PA System/Micro)	\$ 100

\*plus additional bridge costs

### PERSONNEL:

(Fees in this section are per hour and per person)

When **MEDIA SERVICES** personnel are required to operate any equipment, an additional charge of \$20 per hour will be assessed. Telephone charges will be extra.

Security	\$30
Maintenance	\$30
Housekeeping	\$30



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College Nurse \$30

Information Technology Specialist \$50

*(Incl. Interactive Video)*

Lighting, Sound Technician \$30  
(Quimby Theatre/Student Lounge)

**OTHER:**

Table Linens (per set) \$15

Folding Tables, Folding Chairs \$50 per Event minimum



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**ULSTER COUNTY COMMUNITY COLLEGE  
POLICIES PERTAINING TO THE USE OF COLLEGE FACILITIES  
May 19, 2015**

The Board of Trustees of Ulster County Community College has approved a policy statement pertaining to the use of its facilities. Provisions of this policy are as follows:

1. The College offers its facilities for the purpose of cultural, educational, social and recreational activities, when such activities do not interfere with the normal program of the College. The authority to permit use of College facilities is delegated to the President or his/her designee.
2. Groups using College facilities may be subject to additional security, maintenance and other personnel charges deemed necessary by the College.
3. All facility requests are submitted to the Registrar (for Stone Ridge Campus) or the Site Coordinator (for the Business Resource Center) on the appropriate form at least 15 days prior to the event. **NO SPACE SHOULD BE CONSIDERED RESERVED FOR ANY ORGANIZATION UNTIL AN APPROVED COPY OF THE APPLICATION HAS BEEN RETURNED.**
4. Organizations requesting use of any College facility agree to make payment promptly for loss or damage to any property or College facility resulting from the organization's use of such facilities. An inspection to determine any such abuse will be made by the College administrative staff within a reasonable length of time after the use thereof by the organization, and notice in writing of such loss or damage will be sent to the organization.
5. A Certificate of Insurance will be required before groups are allowed to use a College facility. Commercial General Liability insurance limits are as follows:

Each Occurrence	\$1,000,000
Damage to Rental Premises	\$ 50,000
Medical Expense (any one person)	\$ 5,000
Personal and Adv Injury	\$1,000,000
General Aggregate	\$3,000,000



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### **POLICIES PERTAINING TO THE USE OF COLLEGE FACILITIES**

6. Payment of fees should be made prior to the use of the facilities. A breakdown of fees will be attached to the facility request form at the time it is returned to the organization requesting the facility. All checks should be made payable to Ulster County Community College and sent to the Student Account's Office (for Stone Ridge Campus) or the Site Coordinator (for the Business Resource Center). All special arrangements for equipment or electrical devices must be shown on the application.
7. Parking on the College campus shall be restricted to several indicated areas and all cars must be parked in these areas. For reasons of traffic control and safety, no vehicle at any time shall be parked in the roads or driveways on the Campus.
8. Notification of cancellation must be given 48 hours in advance of the event. Ulster County Community College shall reserve the right to revoke the permission granted for use of any College facility. The College administration and the Board of Trustees shall have free access to all facilities at all times. **SMOKING IS PROHIBITED IN ALL COLLEGE AREAS. ALCOHOL CONSUMPTION IS PROHIBITED AT ALL EVENTS.**
9. Nothing shall be sold, distributed, exhibited, displayed, or promoted within the buildings or on Campus unless permission to do so has been requested by the organization and granted by the College administration. SUNY Ulster approval, by the President or his/her designee, is required for any print advertising prior to placement. Please use SUNY Ulster, not UCCC in all advertising.
10. There shall be no use/display of fire or fireworks or open flames at any facility being utilized. There will be no exceptions to this policy. Accelerants (gasoline, propane and the like) shall not be permitted in any facilities nor located within 50 feet of any College facility.
11. Theater rental includes use of the green room, house lighting, and sound systems. The organization is to provide their own stage manager. SUNY Ulster will provide lighting and sound operators at an additional fee determined at the time of application. Additional fees will be charged for lighting changes, specials or side lights.
12. Charges for additional equipment, space or College Personnel must be made 30 days prior to the scheduled event and may result in additional charges for such changes.
13. All groups must adhere to the maximum fire occupancy capacity for facilities.



## **SUNY Ulster Board Policy Manual**

Adopted November 6, 1963 (former Policy 10.1.3)  
Revised November 18, 1980 (80-10-091 - former Policy 10.1.3)  
Amended September 21, 1982 (82-08-094 - former Policy 10.1.3)  
Revised January 17, 1995 (95-01-016)  
Revised January 20, 1998 (98-01-016)  
Revised May 18, 1999 (#99-5-87)  
Revised April 18, 2006 (06-4-56)  
Amended May 16, 2007  
Revised May 19, 2009 (09-5-64)  
Revised May 18, 2010 (10-5-53)  
Revised May 17, 2011 (11-5-84)  
Revised May 15, 2012 (12-5-82)  
Revised May 21, 2013 (13-5-76)  
Revised May 13, 2014 (14-5-81)  
Revised May 19, 2015 (15-5-72)





## SUNY Ulster Board Policy Manual

<b>Policy Section</b>	
<b>10.1.3.</b>	<b>NON-FOR-PROFIT FACILITIES USE AT THE BUSINESS RESOURCE CENTER</b>

Approval Date: April 18, 2006

WHEREAS, the Rental and Facilities use for the College has been reviewed and approved by the Board of Trustees, and

WHEREAS, these fees pertain to facilities use requests at the Business Resource Center, and

WHEREAS, the Business Resource Center receives many requests for use from non-for profit organizations, and

WHEREAS, the College recognizes that these organizations may have limited resources for the rental of facilities, now, therefore, be it

RESOLVED, that the Business Resource Center be allowed to charge these non-for profit organizations at a lower rate of no less than 50% of the normal facilities fees.

Adopted April 18, 2006 (06-4-57)