

Ulster County Community College
Policies Pertaining to the Use of College Facilities
November 15, 2016

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:

SUNY Ulster is an educational institution that offers its facilities for the purpose of cultural, educational, social, and recreational activities. The College facilities are available for use by both non-commercial and commercial organizations. The use of venues and College resources shall in no way interfere with the College's primary educational mission, purposes, or programming.

1. 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 facilities requests are submitted to the Office of Administration (Stone Ridge Campus) or the Site Coordinator (SUNY Ulster Kingston Center) on the facilities use request form at least 21 business days prior to the event. Reservations are not final until approved by the Vice President for Administrative Services.

4. Fees will be charged based off the three below categories:

Private for-profit organizations as stated in the current approved facilities fee schedule

Non-profit, non-county organizations will be charged the direct costs of the event based off the current approved facilities use fee schedule. This will cover the cost of personnel used for the event.

County-related events will have no fee based off an established list of approved county departments, supplied by the County Executive's Office and approved by the President.

5. 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.
6. A certificate of insurance will be required before organizations except the County are allowed to use a College facility. Commercial general liability insurance limits are as follows:

a.	Each occurrence	\$1,000,000
b.	Damage to rental premises	\$50,000
c.	Medical expenses (any 1 person)	\$5,000
d.	Personal and adv injury	\$1,000,000

- e. General aggregate \$3,000,000
7. Fee:
- a. A non-refundable application fee of \$25 shall be made by each applicant.
 - b. Payment of fees related to the use of the facilities (as listed in the fees schedule) shall be made by the applying organization 5 business days after receiving confirmation of use by the College.
 - c. The applying organization is responsible for noting the fees from the fees schedule and attaching the fees schedule with the application.
 - d. All checks should be made payable to:
 - e. Ulster County Community College and sent to the Student Accounts Office (Stone Ridge Campus) or the Site Coordinator (Kingston Center).
8. Parking:
- a. Parking on the College campus shall be restricted to indicated areas.
9. Cancellation:
- a. Notification of cancellation must be made 48 hours before the event. In such cases, a refund will be remitted to the renter (except for the application fee).
 - b. The College reserves the right to cancel an event if the scheduled facility is needed for a College event. In these cases, a full refund will be made by the College (inclusive of the application fee).
10. Revocation of use:
- a. SUNY Ulster reserves the right to revoke the permission granted for use of any College facility.
11. Smoking and alcohol:
- a. Smoking and alcohol is prohibited on all College property.
12. Nothing shall be sold, distributed, exhibited, displayed, or promoted within the buildings or on Campus unless express permission has been requested and given by the College administration.
- There shall be no use/display of fire or fireworks or open flames at any facility being utilized. Accelerants shall not be permitted in any facilities nor located within 50 feet of any College facility.

14. Theater rental:
 - a. The applicant organization is to provide their own stage manager. SUNY Ulster may be able to provide sound and lighting operators for a fee, which is separate from the theater use fee.
15. All groups must adhere to the maximum fire occupancy capacity for facilities.
16. Event scheduling:
 - a. Events will be scheduled on a semester basis. No events will be scheduled for a period of time longer than one semester.
 - b. No external events will be scheduled during finals weeks or during graduation week.
17. Direct costs:
 - a. Application and processing fee
 - b. Cost to open/close facility, if no College employee would otherwise be present
 - c. Cost of College employee to be present at the facility, if the no College employee would otherwise be present
 - d. Cost of room set up and take down
 - e. Cost for custodial services
 - f. Cost for special event set up
 - g. Cost for technical support
 - h. Cost for campus security