

Policy Section	
10.	BUILDING AND GROUNDS

Policy Section	
10.1	FACILITIES

Policy Section	
10.1.2.	FACILITIES USE FEE SCHEDULE-2016-2017

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, 2013.

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)
 Revised May 26, 2015 (15-5-72)
 Revised October 18, 2016 (16-10-130)
 Revised November 15, 2016 (16-11-140)

ULSTER COUNTY COMMUNITY COLLEGE
FACILITIES USE FEE SCHEDULE 2016-2017
November 15, 2016

Application Processing Fee \$25.00 per Application

ROOM (Full day, 7hrs)

Quimby Theatre (performance date, 10 hrs)	
Not-For-Profit	\$ 100 hr
For-Profit	\$ 110 hr
Quimby Theatre (rehearsal date, 10 hrs)	
Not-For-Profit	\$ 85 hr
For-Profit	\$ 92 hr
Senate Gym	\$ 70 hr
Athletic Fields	\$ 40 hr
College Lounge	\$ 70 hr
Main Campus Dining Hall	\$ 70 hr
BUR120 Lecture Hall	\$ 50 hr
Lecture KCSU Hall 104	\$ 40 hr 65
KCSU Regular Classroom (25 seats)	\$ 65 hr 40
Main Campus Large Classroom (>25 seats)	\$ 32 hr
Main Campus Regular Classroom (25 seats)	\$ 25 hr
Anne Bushnell Conference Room	\$ 40 hr
KCSU Small Conference Room	\$ 50 hr
Howard St. John Business Seminar Room	\$ 65 hr
KCSU Computer Laboratory	
(20 station)	\$ 90 hr
Main Campus Computer Laboratory	
(20 station)	\$ 90 hr
(<20 station)	\$ 60 hr
Computer Laboratory (Open Lab HAS 220)	
Whole lab	\$ 157 hr

EQUIPMENT (Full day, 7 hrs)

VCR or DVD and Monitor	\$ 50
LCD Projector	\$ 100
Tables (<5) each additional set of 25	\$ 50
Chairs (<30) each additional set of 25	\$ 50
Sound Equip. (PA System/Micro)	\$ 100
Grand Piano (Special request only)	\$ 250

PERSONNEL

(Fees in this section are per hour and per person, based off the number of guests that will attend the event. Additional staffing based on the size of the audiences is at the discretion of Community Relations and Facilities, and fees must be paid.)

Public Safety	\$ 30
Grounds Maintenance	\$ 30
Housekeeping	\$ 30
College Nurse	\$ 30
On-Site Supervisor	\$ 30
Table & Chair set up/take down	\$ 30

****2 technicians are required ****

Lighting (Quimby Theatre/Student Lounge)	\$ 50
Sound Technician (Quimby Theatre/Student Lounge)	\$ 50
Stage Manager (Quimby)	\$ 50
Front-of-House Manager (Quimby)	\$ 50

**The organization may have the option to provide the positions of stage manager, and a front-of-house manager, at the discretion of Community Relations. The College will require the organization to meet ahead of time to be trained on their roles ahead of the event date.

Community Relations will also decide what other roles will be required based on the needs of the event.**



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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.



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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.



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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.
13. 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



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Policy Section	
10.1.3.	NON-FOR-PROFIT FACILITIES USE AT THE BUSINESS RESOURCE CENTER

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)