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Policy Name: Facility Use Policy

Policy Number: F- 2

Functional Area(s) Responsible: Administration & Finance

Owner(s) of Policy: Administration & Finance

Most Recent BOT Approval Date: June 3, 2020

Most Recent Review Date: Spring 2023

Most Recent Review/Revision Type: none minor/non-substantive substantive/extensive

Policy Statement:

Finger Lakes Community College shall establish guidelines under which the College may allow businesses and community organizations to use its facilities on a non-discriminatory basis, while ensuring that such uses do not conflict with the College's educational programs. This policy is also designed to ensure the equitable and safe use of College facilities.

Reason(s) for Policy:

All members of the College community, as well as any members of the general public desiring to use the College's facilities, should be familiar with this policy. College facilities are defined as any building or location under control of the College, including the main campus, campus centers, leased properties and Foundation-owned properties.

Applicability of Policy:

All members of the College community, as well as any members of the general public desiring to use the College's facilities, should be familiar with this policy. College facilities are defined as any building or location under control of the College, including the main campus, campus centers, leased properties and Foundation-owned properties.

Internal Groups

The use of College facilities by Finger Lakes Community College employees and internal groups must be reserved with the facilities management system and arranged, if applicable, with the appropriate room steward, per procedures.

College employees who wish to make facility use arrangements on behalf of external groups must notify Community Affairs in advance of scheduling to determine whether the facility use will be treated as external or college-sponsored.

External Groups – Ontario County

Ontario County departments that use FLCC facilities for governmental functions will not be charged rental fees or be required to provide an insurance certificate; all other provisions for external users, including charges for staffing, will apply.

(Ontario County departments are defined as the following: County Administrator, Human Resources, Information Technology, Planning, Economic Development, Motor Vehicles, Parks, Public Works, Recycling & Waste Diversion, Finance & Records, County Historian, Finance, Purchasing, Records & Archives, Treasurer, Weights & Measures, Board of Elections, Board of Supervisors, County Clerk, Real Property Tax, Regulatory Compliance, Health & Human Services, County Coroner, Mental Health, Office for the Aging, Public Health, Social Services, Veterans Services, Workforce Development, Youth Bureau, Conflict Defender, County Attorney, District Attorney, Public Defender, Public Safety, Emergency Management, Probation, Sheriff, Stop DWI)

External Groups – College Sponsored

Finger Lakes Community College may wish to partner with external groups to advance its mission, and in doing so reduce or eliminate any facility use or staff fees, provided the event(s) is reviewed in advance of scheduling as detailed in procedures.

External Groups – All Others

Community organizations may use College facilities only where such use would not displace or otherwise interfere with College-related academic programs or activities.

Provided the facilities and any necessary staff are available, external parties using College facilities will be required to enter into the College’s standard contract governing the use of College facilities and be issued a revocable permit (See Appendix A)

External parties using College facilities must reimburse the College for the use of the facilities and staff time according to a fee schedule approved by the vice president of administration and finance.

Reductions and exemptions will be considered only under established procedures.

Alcoholic beverages are strictly prohibited on College property, except when prior written approval has been granted through the Office of the President (refer to alcohol use policy).

Smoking is strictly prohibited on College property, except in designated smoking areas.

Community members will be granted access to the College library and must abide by library policies.

Organizations using College facilities must abide by all federal, state and local laws and applicable College policies.

Children under 17 must be accompanied by an adult at all times and must abide by the provisions of the FLCC Child Protection policy.

Parking is first-come, first-served by all FLCC facility users and not guaranteed for any external event. Authorized College personnel shall have access to campus facilities at all times.

Events will be cancelled when the College is closed due to inclement weather or emergency situations. In such

cases, any deposits will be refunded and a reasonable effort will be made to reschedule and accommodate the event(s).

The College recognizes outdoor spaces on campus as traditional public forums for the exercise of free speech. The College reserves the right to regulate the time, place and manner of free expression. Efforts to prevent others' ability to exercise the right of free speech are not protected under this policy.

Definitions:

None

Related Documents:

- FLCC Facility Rental Rate Schedule
- NYS anti-discrimination laws (as applicable)
- State University of New York anti-discrimination laws (as applicable)
- FLCC Child Protection policy
- FLCC Alcohol Use policy
- FLCC Parking & Traffic Regulations policy
- FLCC Free Speech Policy

Procedures:

Internal Individuals or Groups

Internal individuals or groups seeking to use College facilities for meetings or events must reserve the facility, if available, through the facility management system found on the intranet. Requests for alternate room setups, technology, audio visual, food service, etc. must be entered as part of the request. The requests will be routed electronically to the appropriate departments. Reservations should be made at least 15 days before the event(s) or as soon as practicable.

For the Carpenter Board Room and Room 1175, reservations must be made with room stewards. The auditorium may be reserved through the facility management system but must be approved by the auditorium steward.

Internal events are not subject to fees under the following circumstances:

- They are held primarily for the benefit of employees and/or students or to support enrollment. In such cases, attendance by members of the public who are not employees or students is permitted or encouraged but not the primary goal.
- They are held to fulfill course requirements.

For events involving food, event organizers must make arrangements directly with the College's contracted food service provider or a vendor with a valid New York State Department of Health certificate.

External Groups – College Sponsored

Anyone who wishes to have the College sponsor an event(s) that is not primarily for the benefit of students and employees and designed largely for an external audience must make a request in writing to the Community Affairs Office 60 days in advance of the event(s) and receive approval before booking any rooms. The Community Affairs Office will make sure all required information has been provided and turn the request over to the chief advancement officer and the vice president of administration and finance for a determination on whether the event(s) warrants a discount or exemption from fees within 30 days of the event(s) based on its relevance to the academic mission and key community partnerships. The terms of the sponsorship will be put in writing and agreed upon by the College and external user.

External Groups Using Suites at Laker Landing or Athletic Facilities

Any external group that pays for accommodations in the Suites at Laker Landing may use College facilities provided such uses do not conflict with the College's educational programs. The FLCC Association will oversee College facility use in such cases by booking the rooms utilizing the facilities management system.

External groups using the Suites will not be charged for any FLCC facility use required for adherence to an educational mission as determined by the executive director of the FLCC Association. Any use of College facilities above the minimal requirements or for the profit of the external group will be subject to fees at a discount as determined by the vice president of administration and finance.

The Athletics Department will oversee use of athletic facilities by external groups in accordance with an established fee schedule, with funds returned to the athletics budget. Requests must be made a minimum of 60 days in advance with exceptions for weather conditions at the discretion of the athletic director. External users must agree in writing to abide by athletic facility rules and provide proof of specific types and amounts of liability insurance. Provided the request can be filled and upon receipt of a signed contract and insurance certificate, FLCC will issue a revocable permit. (See Appendix A). No event may go forward without a permit.

External Groups

All requests for campus facilities use must be submitted in writing via the online application at least 30 days in advance to the Community Affairs Office. Applicants are encouraged to contact the Community Affairs Office to verify availability before completing the application. The College reserves the right to limit external groups to the most appropriate space available.

If an external applicant requests the auditorium for dates more than six months in advance, the Community Affairs Office will notify the department chair of VAPA and the directors of Admissions and Student Life to identify potential conflicts. If a request is made for specialized space such as a laboratory or studio, the provost and appropriate department chair will be notified.

Auditorium users may be asked to fill out an additional auditorium rental application addendum.

The College employs qualified personnel at its discretion for supervision, operation of College equipment, and maintenance of facilities and will charge back these costs to the requesting organization. Payment for the use of

campus facilities and charges for staff services will be made in accordance with the approved fee schedule.

For events quoted at more than \$2,000, a deposit of 50 percent of the rental fee is due two weeks before the event(s). All charges will be due within thirty (30) days of receipt of the final invoice from the Controller's Office.

For events involving food, event organizers must make arrangements directly with the College's contracted food service provider or, with Community Affairs' approval, use another vendor with a valid New York State Department of Health certificate.

If an event is canceled by the organizer or canceled due to building closure to protect health and safety, the organization is only responsible for expenses incurred. Every effort will be made to reschedule the event. The College is not liable for losses due to the cancellation of an external event as a result of building closure to protect health and safety.

All organizations wishing to use College facilities will be required to enter into the College's standard contract governing the use of College facilities. The contract will require, among other things, that the organization carry specified types and amounts of liability insurance to cover its use of the College's facilities listing the County of Ontario and the College as additional insured, and that it indemnify the College and the County for liability arising out of its use of the facilities. All qualifying groups requesting the use of campus facilities are required to furnish a certificate of insurance. Exceptions to this requirement may be granted by the senior vice president of administration and finance. Provided the request can be filled in accordance with this policy and upon receipt of a signed contract and insurance certificate, FLCC will issue a revocable permit (See Appendix A). No event may go forward without a

permit, and the permit may be revoked for failure to abide by FLCC policy or the provisions of the contract.

External users must notify Community Affairs if they plan to sell goods and services during an event and must post a notice stating what individual or agency will benefit from the proceeds. The College administration reserves the right to restrict or prohibit sales of certain kinds of goods or services.

General Conditions

The contract between the College and the requesting organization clearly specifies the physical facilities to be used and the specific hours of such use. The College requires that access to facilities by the requesting organization or its representatives be limited to areas and times specified in the agreement.

The College restricts facility use to the approved stated purposes. The College furnishes all facilities "as is." No alterations will be made or equipment provided beyond what is listed in the rental application.

All organizations requesting use of any campus facility agree to make payment promptly for loss or damage to any property, including the exterior grounds, resulting from the organization's use of such facilities. An inspection to determine any such abuse will be made by the College after the use thereof by the organization and notice in writing of such loss or damage will be sent to the requesting organization.

In compliance with local fire code regulations, the number of occupants must be limited to the safe capacity of the room to be used. The requesting organization is responsible to limit attendance so as not to exceed the maximum

occupancy rating of any room on campus.

The College requires the requesting organization to adhere to all traffic and parking regulations (refer to parking policy).

Forms/Online Processes:

- General Rental Application and Rules
- Auditorium Rental Application
- Revocable Permit (Appendix A)

Appendix:

APPENDIX A

Revocable Permit for External Use of Finger Lakes Community College facilities

This revocable permit is granted by Finger Lakes Community College to the permittee identified below for the use of College facilities specified on the date(s) listed.

The permittee agrees to abide by the provisions of the College Facility Use Policy and the terms and conditions of the rental application contract, including payment of fees for room rental and services and compensation for any damages caused by permittee's use of the facility.

This permit may be revoked if permittee fails to abide by College policy and the terms and conditions of the application contract.

Permittee Organization or Business and mailing address

Representative of organization or business

Facilities to be used

Date(s) of facility use

Date permit issued

Signature of issuer Issuing office