
FACILITIES USE POLICY, SHORT TERM

Category: Events and Facilities

Responsible Office: Events Management Office

Date Established: 04/15/1996

Date Last Revised: 03/01/2015

Date Posted to Library: 04/01/2016

POLICY SUMMARY

This policy describes the requirements and regulations for groups and organizations wishing to make short-term use of SUNY Buffalo State facilities. The policy addresses users who are affiliated with the college and those who are not affiliated with the college.

POLICY

Policy Statement

Short-term use of SUNY Buffalo State must be consistent with the purposes of the institution and must not conflict with or infringe upon regular college operations nor create additional expense or loss of service. No campus space may be utilized by affiliated organizations without the approval of the college as defined in this policy.

No space may be utilized by non-affiliated organizations without an approved revocable permit. This applies to use of all buildings and facilities, including those which are regularly scheduled by offices other than the Events Management Office. For example, the Student Union may be scheduled by the Student Affairs Office for legitimate student activities without the issuance of a permit, but the building may not be scheduled for the use of a non-affiliated organization without the required permit.

SUNY Buffalo State reserves the right to approve in advance all advertising and publicity pertaining to events conducted on campus. No advertising may occur prior to the issuance of the revocable permit.

Campus support services, such as telephone, duplicating, and mail, may be provided to users with the approval of the Events Management Office. Full reimbursement to the college of all costs associated with the services is required.

Services of college personnel necessary to the use of facilities, i.e., security and custodial, must be arranged through the Events Management Office. Employment of non-college personnel will be allowed only with prior approval of the Events Management Office.

Non-affiliated organizations whose purposes are to provide charitable or public benefit services may charge an admission fee or accept donations subject to pertinent State and local laws with prior approval of the Finance and Management Office. Where fees are charged or donations accepted, the organization shall make it known in all publicity that the proceeds are for the benefit of the organization and not the State University of New York (SUNY).

Procedure

All requests for short-term use of SUNY Buffalo State facilities by non-affiliated users must be made in writing to the Events Management Office at least thirty (30) working days prior to requested occupancy. The following information must be contained in the request:

- Name, address, and telephone number of the requesting organization
- Name and title of responsible officer
- Description of event, meeting or function
- Date(s) and time(s) of event, meeting or function
- Identification of pertinent factors affecting the type of facility required, i.e., target audience, number of participants, special equipment, special needs, catering, conference requirements, and parking
- Admission or other fees charged

All reservation requests for short-term use of campus facilities (except those facilities listed below) by affiliated users must be made with the Events Management Office. Depending on the nature of the event, meeting, or function, the Events Management Office may require the request to be made in writing.

Exceptions

Affiliated users may request use of the following facilities directly from the specific facility manager:

- Burchfield Penney Art Center
- Campbell Student Union
- CyberQuad
- Performing Arts Center
- Planetarium
- Residence Halls
- Sports Complex

Applicability

This policy applies to all affiliated and non-affiliated users of SUNY Buffalo State facilities.

Definitions

Affiliated Organizations (Affiliated Users) – Affiliated organizations include:

- Academic clubs
- Buffalo State Alumni Association
- Buffalo State Child Care Center
- Buffalo State College Foundation
- Burchfield Penney Art Center
- Faculty Student Association
- SUNY Research Foundation at Buffalo State
- United Students Government

Long-term Use: Occupancy or use of college facilities for more than thirty (30) days or use of college facilities that require construction of or modification to college facilities

Non-Affiliated Organizations (Non-Affiliated Users) - Non-affiliated organizations include:

- Federal, state, or local government units, departments, and agencies
- Business, charitable, civic, community, cultural, educational, entertainment, industrial, labor, political, professional, and recreational organizations, operating on a not-for-profit basis and whose activities are consistent with and in furtherance of college purposes

Revocable Permit - A document that grants conditional use of SUNY Buffalo State facilities to parties not otherwise authorized to have it

Short-term Use - Occupancy or use of college facilities for less than thirty (30) days that does not require construction of or modification to college facilities.

Responsibility

Organizations using campus facilities

All groups and organizations using campus facilities are required to:

- observe all established SUNY Buffalo State regulations, policies, and procedures
- reimburse the college for any costs incurred and/or damage to the facilities resulting from their use
- obtain the approval of the Events Management Office for any revenue generating activities

Non-affiliated organizations using campus facilities

In addition to requirement listed above, non-affiliated organizations are required to:

- obtain a revocable permit for each instance of short-term use of SUNY Buffalo State facilities
- indemnify the college from any liability arising out of the actions of the organization or its agents incidental to the use of the facilities
- provide evidence of appropriate insurance protection including food and beverage permits and licenses, as required

Events Management Office

The Events Management Office has the responsibility and authority for the implementation of policies governing utilization of college facilities for short-term use by both affiliated and non-affiliated groups and organizations (other than credit generating classroom activities assigned by the Registrar's Office) as follows:

- Approve or disapprove all requests for short-term use of facilities (less than 30 days)
- Prepare revocable permits for all short-term use of space by off-campus groups and organizations
- Prepare revocable permits for all long-term exclusive continual use of space by non-affiliated organizations as directed by the Finance and Management Office
- Maintain appropriate records to show:
 - Permits issued
 - Names of organizations using facilities
 - Descriptions of facilities utilized
 - Number of full-time equivalent days of use
 - Costs of providing facilities
 - Cost recovery

Other offices granting use of campus facilities

Authorized representatives of the following campus facilities are required to receive and process direct requests for use of their facilities; and maintain statements outlining the policies and procedures governing the use of college facilities entrusted to their management:

- Burchfield Penney Art Center
- Campbell Student Union
- CyberQuad
- Performing Arts Center
- Planetarium
- Residence Life Office
- Sports Complex

CONTACT INFORMATION

Events Management Office
Cleveland Hall, Room 112
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Buffalo, NY 14222

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REVISION HISTORY

Date of change: 03/06/2015

Brief description of edit: Adapted to standard template. Minor revisions were made to keep the policy current, including additions to the list of campus offices authorized to grant use of facilities.

APPROVAL

Approved prior to 2016