

COMPENSATION FOR FACILITY USE POLICY

Division: Finance and Management
Responsible Office: Events Management

Date Established: 04/15/1996
Date Last Revised: 05/07/2026
Date Posted to Library: 04/01/2016

POLICY SUMMARY

This policy describes the terms of compensation for use of SUNY Buffalo State facilities by both affiliated and non-affiliated users.

POLICY STATEMENT

Affiliated Users

Affiliated users shall compensate SUNY Buffalo State for any costs incurred in providing extraordinary service at the time a reservation request is confirmed.

Non-Affiliated Users

Short-term, non-affiliated users shall compensate SUNY Buffalo State for any costs incurred in providing the facilities at the time a revocable permit or agreement is negotiated.

Long-term, non-affiliated users shall compensate the university at prevailing rates for any costs incurred by the university in providing the facilities at the time a revocable permit or agreement is negotiated.

Income

All income received from the use of facilities shall be deposited into an Income Fund Reimbursable account approved by the State University of New York. All such Income Fund Reimbursable accounts shall be jointly administered by the Vice President for Finance and Management, the university Comptroller and other such university officers deemed to be appropriate based on the facilities being used and other relevant factors.

DEFINITIONS

Affiliated Users – Affiliated organizations shall include:

- Academic clubs
- Buffalo State Alumni Association
- Buffalo State Child Care Center <http://adminpolicylibrary.buffalostate.edu>
- Buffalo State University Foundation
- Burchfield Penney Art Center
- Faculty Student Association
- SUNY Research Foundation at Buffalo State

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- United Students Government Income Fund Reimbursable (IFR) Account - A self-supporting financial account that operates on revenue generated from its own activities or operations

Long-term Users

Those using facilities for thirty (30) days or more, or those whose use involves construction upon, or modification of, university facilities

Non-affiliated Users - Non-affiliated users shall 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 university purposes

Revocable Permit

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

Short-term Users - Those using campus facilities for less than thirty (30) days, and whose use involves no construction upon, or modification of, university facilities

RESPONSIBILITIES

Vice President for Finance and Management

The Vice President for Finance and Management is responsible for administering – jointly with the Comptroller -- Income Fund Reimbursable (IFR) accounts containing compensation from use of campus facilities.

Comptroller

The Comptroller is responsible for administering – jointly with the Vice President for Finance and Management -- Income Fund Reimbursable (IFR) accounts containing compensation from use of campus facilities.

Events Management Office

The Events Management Office has the responsibility and authority for the implementation of policies governing utilization of university 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). The Events Management Office will collect compensation from affiliated and non-affiliated users and make arrangements for deposit of such compensation into appropriate IFR accounts.

Users of campus facilities

Affiliated and non-affiliated users of campus facilities are responsible for providing compensation for use of SUNY Buffalo State in accordance with the terms of this policy.

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APPLICABILITY

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

CONTACT INFORMATION

Events Management
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APPROVAL

Prior to 2016

REVISION HISTORY

Date of change: 03/06/2015

Brief description of edit: Adapted to standard template

Date of change: 05/04/2026

Brief description of edit: Adapted to ADA compliant template