

FACILITIES USE POLICY

Division: Institutional Advancement
Responsible Office: Events Management

Date Established: 05/07/2008
Date Last Revised: 05/04/2026
Date Posted to Library: 04/01/2016

POLICY SUMMARY

SUNY Buffalo State supports the use of its facilities by the faculty, staff and students of the university and by interested community organizations, provided that such use is consistent with the purposes of the institution.

POLICY STATEMENT

In order to further its commitment to education, research, recreation and community service, SUNY Buffalo State supports the use of its facilities by the faculty, staff and students of the university and by interested community organizations, provided that such use is consistent with the purposes of the university and does not conflict with or infringe upon regular SUNY Buffalo State operations nor create additional expense or loss of services.

In making its facilities available to requesting non-affiliated organizations, it is not the intent of SUNY Buffalo State to compete with private business enterprises having similar facilities or adequate capacity to accommodate the needs of the organizations.

A general priority of space assignment has been established as follows:

1. Official use
2. University-related activities
3. Public events
4. Community activities

Beyond the general priority, a determination of space assignment shall take into consideration the following factors:

1. Duration of the activity
2. Exclusivity of the occupancy
3. The need for furnishings, equipment, utilities, parking, consumer access, and other functional amenities
4. The need to be located proximate to related or support services

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DEFINITIONS

University-Related Activities – SUNY Buffalo State staff-, faculty- and student-sponsored conferences and seminars, and other appropriate functions

Community Activities - Activities of specific interest to the sponsoring agency and which are generally open to its own members only

Official Use - Use for instructional and research activities, administrative functions, and university/student sponsored extra-curricular activities

Public Events - Activities of general interest open to the public, with preference to events offered free-of-charge

SCOPE & PURPOSE

New York State Education Law Section 352 establishes the State University of New York and confers upon it the care, custody, control, and management of the lands, grounds, buildings, facilities, and equipment used for the purposes of state-operated institutions. The President, acting in accordance with the assignment to his or her of powers, duties and responsibilities by the Chancellor and the Board of Trustees, and in concert with the University Council, has the authority to administer the university for which he or she serves.

RESPONSIBILITIES

SUNY Buffalo State University Council

The SUNY Buffalo State University Council has the responsibility to approve all policies governing the utilization of university facilities.

President

The President serves as the final authority for appeals from the Vice Presidents on matter of space allocation or use.

Vice President for Finance & Management

The President has designated the Vice President for Finance & Management as the individual responsible for implementation and interpretation of campus use policies. Finance and Management offices also negotiate and prepare contracts and lease agreements, authorize the use of university services, and assure recovery of costs for long-term use of university facilities.

Events Management Office

The Events Management Office negotiates and prepares contracts and lease agreements, manages daily operations of facilities use, prepares and maintains required records and reports, and assures recovery of costs for short-term use of university facilities.

Facilities Planner

The Facilities Planner to advises the Vice President for Finance & Management on policy and operational matters of space management.

FACILITIES USE POLICY

APPLICABILITY

This policy applies to all members of the SUNY Buffalo State campus community and interested community organizations.

CONTACT INFORMATION

Events Management
JVL Alumni and Visitor Center
1300 Elmwood Avenue
Buffalo, NY 14222

Phone: (716) 878-6114

Website: <http://eventsmanagement.buffalostate.edu/>

E-mail: eventmgt@buffalostate.edu

APPROVAL

REVISION HISTORY

Date of change: 03/01/2015

Brief description of edit: Adapted to standard template; references to defunct committee removed.

Date of change: 05/04/2026

Brief description of edit: Adapted to ADA compliant template