

Procedure:	External Rental Events and Facility Usage	Procedure No.:	FG7001.1
Authority:	College President	Associated Policy Reference No.:	FG7001
Procedure Owner:	Vice President for Administrative and Financial Affairs	Responsible Party:	Special Events Coordinator
Approved:	February 22, 1996		
Revised:	August 20, 2024		

Purpose

The purpose of this procedure is to define how rental events and facility usage of campus facilities should be planned and managed.

Exceptions are outlined in the following Procedures:

- Procedure FG7001.8 - Ice Center Rental Events and Facilities Use
- Procedure FG7001.9 - Culinary & Event Center Rental Events and Facility Usage

Statement of the Procedure

SUNY Broome Community College encourages responsible use of campus facilities by external groups and organizations when such facilities are available.

External groups, organizations and businesses interested in renting campus facilities must go through the Special Events Coordinator. The Special Events Coordinator is responsible to coordinate paperwork and logistics of the rental including but not limited to:

- Present the event to the Special Events Committee Meeting.
- Send a [Rental Agreement](#) to the external group or organization and forward for required signature.
 - Determine rental costs and other fees associated with the event based off the [SUNY Broome Rental Rate Sheet](#) and in discussions with the Public Safety Office and the Maintenance Department.
 - Work with Student Accounts to send an invoice to the external organization.
- Follow all steps for [in-person event planning](#).
- Share the [accessible meeting and event checklist](#) with the external organizations so they may plan for accommodations.
- Collect proper insurances and forward them to the Public Safety Office.
 - Insurance: The use of the College facilities will require an organization to obtain comprehensive general liability insurance with a combined single limit of not less than \$1 million per incident and \$2 million aggregate. The policy must include the following coverage parts: (1) real property fire legal liability, (2) worker’s compensation, (3) blanket contractual liability, and (4)

broad form property damage coverage protecting SUNY Broome Community College and Broome County. Broome County/SUNY Broome shall be named an additional insured as their interests appear. The certificate holder box must read: County of Broome PO Box 1766 Binghamton, NY 13902. (5) Motor Vehicle insurance (if applicable)

- All insurance documents must be submitted at least 5 days in advance of the use of the facility.

All external groups, organizations and businesses renting campus facilities must adhere to the following facility usage guidelines:

- The use of SUNY Broome facilities by those outside the College community will be subordinate to the principal function of the institution and cannot interfere with the College's scheduling of educational programs.
- The College reserves the right to refuse the use of any facility to any organization when it determines that such use might not be in the best interests of the College.
- Only those facilities specifically approved on the agreement are to be used.
- In any type of advertising for an event, the organization must include a disclaimer to the effect that SUNY Broome is in no way sponsoring or endorsing the function.
- No advertising listing SUNY Broome as the event location may be done until an agreement is signed by both parties.
- Depending on the type of event and/or number of persons expected to attend, the College may require the services of additional maintenance personnel and/or campus security. The cost of these additional services will be borne by the organization.
- Admissions fees (the renting organization charges a fee to program participants) may be charged, with College approval, if the College decides that the fees do not represent inappropriate profit by an organization from rental of public property.
- No alcoholic beverages may be brought to or served on campus as per Policy GA2003 Use and Possession of Alcohol.
- Smoking and tobacco use is prohibited on campus as per Policy FG7002.
- No food service may be supplied by an organization, caterer, or individuals other than the College's food service operator (unless the College food service waives its right to provide such services).
- No scenery, decorations, combustible materials, animals, or other materials of an unusual nature may be brought into a building or on the College grounds without approval and, if necessary, the presence of an inspector to ensure their proper use.
- All equipment and materials brought on campus by the organization must be specified on the agreement and approved by the Special Events Coordinator. No equipment requiring electric service may be connected to the College lines or outlets without the permission of the College. Costs for temporary power requirements will be borne by the renter.

- All campus parking regulations must be complied with; violators will be ticketed and/or towed.
- The number of occupants must be limited to the safe capacity of the room or facility used. The organization is responsible for limiting attendance so as not to exceed the safe capacity of any facility used.
- All persons must obey instructions from uniformed security officers and comply with safety and fire regulations and evacuation procedures.
- Payments for all damages to buildings or equipment will be the responsibility of the organization authorized to use the facilities. Any damages not covered by insurance including but not limited to Attorney's fees will be the responsibility of the organization authorized to use the facilities.
- SUNY Broome is not responsible for loss or damage to equipment of property owned by the user, its agent, employees, or guests.
- Children must remain fully under the supervision of their parent/guardian.
- All temporary signage for an event is the responsibility of the renting agency. Such signage cannot in any way mar or disrupt the College's buildings and grounds and must be removed immediately following the event. Signage plans must be pre-approved by the College.
- Nonprofit organizations must provide a copy of their 501(c)3 or 990 federal form.

Related Policies (by number)

None

To whom it applies (title or department)

This procedure applies to all members of the College community including but not limited to College affiliates, administrators, faculty, staff, students, volunteers, vendors, guests and visitors.

General Guidelines

The following policies and procedures must be followed to ensure the proper management of a campus facility rental:

- Policy GA2003- Use and Possession of Alcohol
- Policy FG7002- Policy on Smoking and Tobacco Related Products
- Procedure FG7001.2- Religious Affiliated Events
- Procedure FG7001.4- Use of Facilities for Informational Tabling by Groups or Individuals Not Affiliated with Campus
- Procedure FG7001.5- Election Campaigning on Campus
- Procedure FG7001.10- Politically Affiliated Events