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| Procedure: | Internal Events | Procedure No.: | FG7001.6 |
| Authority: | College President | Associated Policy Reference No.: | FG7001 |
| Procedure Owner: | Vice President for Administrative and Financial Affairs | Responsible Party: | Special Events Coordinator |
| Approved: | August 20, 2024 | | |
| Revised: | | | |

Purpose

The purpose of this procedure is to define how events on campus that are hosted by internal departments and organizations 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 encourages the use of campus facilities for College affiliated programs supported by campus departments and organizations.

A college event representative, determined by the College office or department hosting the event, is responsible for coordinating and planning all logistics of the event, including but not limited to:

- Submitting an [event request form](#) and attending a Special Events Committee Meeting
- Following all steps for [in-person event planning](#)
- Following the [accessible meeting and event checklist](#)
- Keeping the Special Events Coordinator informed of plans and logistics.

Students, campus clubs and student organizations must have assistance from the Student Activities Department to host their event.

All campus departments and organizations involved in an event on campus must adhere to the following facility usage guidelines:

- 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 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.
- Children must remain fully under the supervision of their parent/guardian.

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 an internal event:

- 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

Definitions

For the purpose of this Internal Event Procedure, the following definitions apply:

- Internal Event- An event hosted, planned and managed by a College office or department.

| Action <i>(Created, Reviewed, Retired)</i> | Date | Initials | Position Title |
|--|-------------|-----------------|----------------------------|
| Created | 3/13/24 | JD | Special Events Coordinator |
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