

Procedure:	Co-Sponsored Events	Procedure No.:	FG7001.7
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 co-sponsored events on campus 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

When facilities are available, SUNY Broome encourages the use of campus facilities for co-sponsored events that include a College office or department working in partnership with an external organization. The partnership must benefit the College and the activity must directly relate to the sponsoring office or department.

A college event representative, determined by the sponsoring college office or department, 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. The sponsoring Dean or Director must give approval to host the event.
- Filling out a [co-sponsored event form](#) provided by the Special Events Coordinator and getting required signatures.
 - The Special Events Coordinator will determine potential fees associated with the event based on the [SUNY Broome Rental Rate Sheet](#) and in discussions with the Public Safety Office and the Maintenance Department. The Special Events Coordinator will also work with Student Accounts to send an invoice to the external organization.
- Following all steps for [in-person event planning](#).
- Being the point of contact for the event and being present for the duration of the event including setup and teardown.
- Sharing the [accessible meeting and event checklist](#) with the external organizations so they may plan for accommodations.

- Collecting proper insurances and forwarding them to the Special Events Coordinator and 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.
- Keeping the Special Events Coordinator informed of plans and logistics.

All campus departments and external organizations involved in a co-sponsored event on campus must adhere to the following guidelines:

- Individual employees of SUNY Broome are not permitted to co-sponsor events.
- Failure to follow all procedures listed above could result in event cancellation.
- 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.
- No advertising listing SUNY Broome as the event location may be done until the co-sponsor event form is signed by all necessary College representatives.
- 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 form. 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 organization.
- 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, legal 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 external organization. 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 co-sponsored 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 purposes of this Co-Sponsored Event procedure, the following definitions apply:

- Co-sponsored event: An event hosted by a College office or department working in partnership with an external organization. The partnership must benefit the College and the activity must directly relate to the sponsoring office or department.

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