

Policy:	Events, Rentals and Facilities Usage	Policy No.:	FG7001
Authority:	SUNY Broome Community College Board of Trustees		
Policy Owner:	College President	Responsible Party:	Vice President for Administrative and Financial Affairs
Approved:	February 22, 1996		
Revised:	September 19, 2024		

Purpose

This policy is intended to regulate the scheduling, planning and management of events held on the SUNY Broome campus.

Statement of the Policy

SUNY Broome Community College encourages the use of campus facilities for events and programs supported by campus departments and organizations. SUNY Broome buildings, grounds and other spaces owned or controlled by the College, are available for rent by both profit and non-profit organizations when not in use by academics or other college-affiliated programs.

College educational programs and events take precedence over co-sponsored and external rentals.

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

Related Policies (by number)

None

To whom it applies (title or department)

This policy 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 procedures must be followed to ensure the proper scheduling and management of an event held on the SUNY Broome campus:

- Procedure FG7001.1- External Rental Events and Facility Usage
- Procedure FG7001.2- Religious Affiliated Events
- Procedure FG7001.4- Use of Facilities for Informational Tabling

- Procedure FG7001.5- Election Campaigning on Campus
- Procedure FG7001.6- Internal Events
- Procedure FG7001.7- Co-Sponsored Events
- Procedure FG7001.8- Ice Center Rental Events and Facility Usage
- Procedure FG7001.9- Culinary & Event Center Rental Events and Facility Usage
- Procedure FG7001.10- Politically Affiliated Events

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>Updated Classification (1.26)</i>	03/30/2020	KP	<i>Secretary – VP Student Development</i>
Updated	3/12/24	JD	Special Events Coordinator