



## POLICY 7100

### USE OF COLLEGE FACILITIES

**Policy Category:** Facilities

**Area of Administrative Responsibility:** Facilities Management

**Board of Trustees Approval Date:** April 18, 2017

**Effective Date:** April 19, 2017

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## PURPOSE

The purpose of this policy is to describe the rules governing use of Nassau Community College facilities by College students, employees and groups, as well as by individuals and organizations which are not affiliated with the College. The intent of the policy is to ensure optimum use of resources for the fulfillment of the College's mission and goals, and develop and maintain good public relations with individuals and groups wishing to use these resources. The use of facilities must be for purposes which do not conflict with the general mission and goals of the College and that comply with financial policies governing the College's operation.

## SCOPE

This policy is effective throughout the College and is also binding on third parties.

## DEFINITIONS

- A. Internal User: Campus facilities may be reserved by official College departments, units, faculty, staff, and recognized Campus organizations for use that is consistent with the College mission and goals in education, research, cultural or community service. Campus Organizations shall include the following:
1. auxiliary service corporations as defined by the SUNY Guidelines;
  2. recognized College or Campus student organizations;
  3. Campus alumni organization;

4. educational units of the College;
  5. departmental and interdepartmental employee organizations;
  6. student groups recognized by the Student Government Association; and
  7. professional and civic organizations brought onto Campus by a department, faculty or staff members for officially sponsored activities which are relevant to the educational mission of the College.
- B. External User: Any individual, group, or organization that is not an internal user.
- C. Facilities: Land, grounds, parking lots, structures, buildings, indoor space, equipment and furnishings under the custody and control of the College.
- D. Long-Term Agreement: A recurring use as determined by the Vice President for Facilities Management, or his/her designee(s), of College facilities by an External User.

**GENERAL**

Use of College facilities by External Users which are not formally affiliated with the College may be approved subject to the guidelines established by this policy and other appropriate College policies and procedures, and based on the discretion of the Vice President for Facilities Management, or his/her designee(s).

**PRIORITY**

College use of all facilities shall have absolute preemptive priority over use by an External User, except if the External User has entered into a Long-Term Agreement with the College or the space has already been reserved. The College reserves the right to cancel, postpone, or alter arrangements for any event if necessary. The priorities for usage of available College facilities are as follows:

- A. Instructional use
- B. Co-curricular use
- C. Use by Campus organizations
- D. Use by off-Campus educational and professional organizations whose activities are related to the educational and organizational mission of the College
- E. Use by External Users that are charitable organizations which are federal and state tax exempt
- F. Use by all other External Users

**POLICY**

The use and scheduling of College facilities shall be under the control and supervision of the Vice President for Facilities Management, or his/her designee(s). Only after the College's needs have been fully satisfied will facility use by External Users be considered. The College reserves the sole right to determine whether a request for use of the facilities is or is not consistent with the mission and goals of the College and is compliant with financial policies governing the College's

operation. Approval to use facilities does not necessarily imply approval of the aims and purposes of the user or the event being planned.

**A. Facility Use Fees and Other Charges:**

Payment for the use of College facilities must be made in accordance with the fee schedule adopted by the Board of Trustees. The fee schedule represents the rental fee to be paid for the use of facilities and does not include additional charges that may be associated with the use of facilities as detailed below. The fee schedule, as set out in Section D, will be utilized to calculate the rental fee to be charged to all External Users. Nevertheless, the College may determine to waive the rental fee for the following uses:

1. User fees may be waived by the Vice President for Facilities Management for use by County of Nassau and State of New York government units, departments and agencies including SUNY units where the County/State departments are the direct sponsor of the event and where the sponsoring agency assumes liability responsibilities. All reimbursable costs remain applicable and payable by the user; or
2. User fees may be waived by the Vice President for Facilities Management for use by Federal and other local government units, departments and agencies (Town, Village, School District, etc.) where they are the direct sponsor of the event and where the sponsoring agency assumes liability responsibilities. All reimbursable costs remain applicable and payable by the user; or
3. User fees may be waived or reduced by the Vice President for Facilities Management for use by non-profit charitable organizations where they are the direct sponsor of the event, where the purpose of the event is solely to benefit the purpose of the charity, and where the non-profit charitable organization assumes liability responsibilities. All reimbursable costs remain applicable and payable by the user.
4. Waiver of fees for any other arrangement must be approved by the President of the College.

Charges for technical, maintenance, custodial, security and administrative personnel as a result of the event are the responsibility of the user. The College will determine, in consultation with the user, the appropriate levels of staffing required to support the proposed event. In all cases, the College reserves the right to independently require and provide, at the user's expense, such College personnel as may be needed to ensure order and safety for the event. These additional charges shall be charged to the user at cost. The College reserves the right to require a deposit prior to the event.

**B. Requirements of Approved External Users:**

External Users that have received approval to use College facilities are required to:

1. Comply with all applicable College policies and procedures, and applicable local, state and federal laws.
2. Assume full responsibility for any loss, damage or claims arising out of their use of the facility.
3. Pay the appropriate use fee and other charges for the use of the facility and related services. (Custodial cost, security, set up/tear down, etc.)

4. Indemnify, defend and hold harmless the College and the County of Nassau, as well as their officers and employees, from any liability arising out of the actions of the user, its agents, employees and invitees, incidental to the use of the facility by the user.
5. Provide evidence of appropriate and adequate insurance protection covering property damage, personal injury, or death arising out of the use of the facility and naming the College and the County of Nassau as additional insureds. The College may waive this requirement for government agencies and not-for-profit users upon a determination by the Vice President for Facilities Management that there is minimal risk exposure to the College from the event.
6. Execute a formal contractual agreement with the College for the use of College facilities, setting forth these requirements as well as any additional conditions pertaining to the use of the facility.

**C. Long-Term Agreement for Use of College Facilities:**

In cases where it is advantageous to the College to enter into a long-term agreement with an External User, the College and user may negotiate a recurring fee at a rate other than those specified in the fee schedule set out in Section D. All other requirements set forth in this policy remain applicable, including all reimbursable costs.

**D. Fee Schedule:**

**1. Instructional Areas:**

<b>Facility</b>	<b>External User Fee</b>	<b>External User Additional Hour(s)</b>
a. Classrooms with Tablet Arm Chairs	\$50 for first hour	\$10 for each additional hour or part thereof
b. Laboratories	\$280 for first hour Subject to Special Authorization Staff Costs Additional	\$56 for each additional hour or part thereof
c. Lecture Halls General	\$210 for first hour	\$45 for each additional hour or part thereof
F 123	\$360 for first hour	\$72 for each additional hour or part thereof
F337	\$280 for first hour	\$60 for each additional hour or part thereof
G 65	\$210 for first hour	\$45 for each additional hour or part thereof
Projection Room	Included in price of rental of Lecture Hall G 65 Staff Costs Additional	

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G 169	\$210 for first hour	\$45 for each additional hour or part thereof
Projection Room	Included in price of rental of Lecture Hall G 169 Staff Costs Additional	
d. K-Ballroom	\$430 for first hour	\$90 for each additional hour or part thereof
e. Q-Ballroom	\$140 for first hour	\$30 for each additional hour or part thereof

**2. Administrative Tower:**

<b>Facility</b>	<b>External User Fee</b>	<b>External User Additional Hour(s)</b>
a. 11th Floor	\$500 for first hour	\$100 for each additional hour or part thereof
b. Conference Room 1102	\$250 for first hour	\$50 for each additional hour or part thereof
c. Conference Room 1202	\$70 for first hour	\$14 for each additional hour or part thereof
d. Conference Room 1208/1210	\$360 for first hour Limited Availability Staff Costs Additional	\$72 for each additional hour or part thereof
e. Conference Room 1212	\$70 for first hour	\$14 for each additional hour or part thereof

**3. College Center Building:**

<b>Facility</b>	<b>External User Fee</b>	<b>External User Additional Hour(s)</b>
a. Conference Rooms		
Room 210	\$360 for first hour Limited Availability	\$72 for each additional hour or part thereof
Room 220	\$360 for first hour Limited Availability	\$72 for each additional hour or part thereof
Room 251	\$180 for first hour	\$36 for each additional hour or part thereof

Room 252/253	\$360 for first hour	\$75 for each additional hour or part thereof
(Room can be divided)	\$180 for first hour	\$36 for each additional hour or part thereof
Room 254	\$140 for first hour	\$28 for each additional hour or part thereof
b. Multi-Purpose Room Room 120	\$720 for first hour	\$144 for each additional hour or part thereof
c. VIP Rooms/Prep Area Rooms 171 & 173	\$70 for first hour If the Multi-purpose Room is rented – one VIP Room is included	\$70 for each additional hour or part thereof
d. Projection Room Room 260	\$720 for first hour Subject to Special Authorization Technical support required Staff Costs Additional	\$144 for each additional hour or part thereof

**4. Physical Education Complex:**

<b>Facility</b>	<b>External User Fee</b>	<b>External User Additional Hour(s)</b>
a. Gymnasium	\$720 for first hour Staff Costs Additional	\$270 for each additional hour or part thereof
b. Field House	\$720 for first hour Staff Costs Additional	\$270 for each additional hour or part thereof
½ Field House	\$475 for first hour Staff Costs Additional	\$180 for each additional hour or part thereof
c. Dance Studio	\$300 for first hour Staff Costs Additional	\$60 for each additional hour or part thereof
d. Weight Training Room	\$400 for first hour Staff Costs Additional	\$80 for each additional hour or part thereof
e. Racquetball Court	\$55 for court hour Staff Costs Additional	\$55 for each additional hour or part thereof
f. Pool	\$325 for first hour Staff Costs Additional	\$325 for each additional hour or part thereof
½ Pool	\$145 for first hour Staff Costs Additional	\$145 for each additional hour or part thereof

Dive Tank	\$145 for first hour Staff Costs Additional	\$145 for each additional hour or part thereof
Per Lane	\$50 for first hour Staff Costs Additional	\$50 for each additional hour or part thereof
g. Wrestling Room	\$400 for first hour Staff Costs Additional	\$100 for each additional hour or part thereof
h. Classrooms	\$50 for first hour Staff Costs Additional	\$10 for each additional hour or part thereof

**5. Other College Locations:**

<b>Facility</b>	<b>External User Fee</b>	<b>External User Additional Hour(s)</b>
a. Quad	\$860 for first hour	\$172 for each additional hour or part thereof
b. Mini-Quad	\$575 for first hour	\$115 for each additional hour or part thereof
c. Plaza – Upper and Lower Level	\$280 for first hour	\$56 for each additional hour or part thereof
d. CCB Plaza	\$280 for first hour	\$56 for each additional hour or part thereof
e. Parking Areas	\$1,350 per day based on use of entire lot. Pro rating by percentage used applies.	\$1,125 per day based on use of entire lot for each additional day. Pro rating by percentage used applies

**E. Annual Review**

The Board of Trustees shall review this policy at least annually.