

## Attachment B

### FACILITIES USE POLICY

#### I. Introduction

The primary purpose for the facilities at Suffolk County Community College is to fulfill the mission and vision of the College. The College is committed to being a vital resource to the larger community. Thus, subject to the guidelines set forth below, the College welcomes community groups and organizations to use its facilities for purposes compatible with the College's mission, as solely determined by the College.

#### II. General Guidelines Applicable to Use

negligence of the organization, its agents, employees or sub-consultants in connection with the use of College facilities.

### 3. Reimbursement for Lessor Damage

Organizations requesting use of College facilities shall promptly make payment for the loss of or damage to any College facility resulting from the organization's use of the facilities. The Office of the College Director of Special Events and Programs shall inspect the facilities after the organization's event and, if applicable, will notify the organization of the payment due for any loss or damage. At the College's discretion, the College may require the organization to provide a security deposit prior to the event.

### 4. Facility Use Fees

a. Full payment for the use of all College facilities must be made in accordance with the Schedule of Fees adopted by the Board of Trustees and must be paid at least one week prior to the use of the facilities. Payments shall be made by check payable to Suffolk County Community College. Any event not timely paid in full may, in the College's sole and absolute discretion, be canceled.

#### b. Events Co-Sponsored by College Employees/Departments.

i. In accordance with the College policy, "Authorizing the Use of College Resources by Non-College Entities," when College employees or departments co-sponsor the use of facilities by an external organization, the external organization will be charged a reduced facility rental fee equivalent to fifty percent (50%) of the applicable fee(s) set forth on the Schedule of Fees.

ii. When a co-sponsored external organization utilizes College facilities for fundraising purposes, the external organization will be charged a reduced facility rental fee equivalent to seventy-five percent (75%) of the applicable fee(s) set forth on the Schedule of Fees.

### 5. Labor Charges

Charges for technical maintenance, security or administrative personnel as a result of the event are the responsibility of the

College. In addition, any advertisements of the event must receive prior approval from the Office of the College Director of Special Events and Programs in consultation with the Office of Institutional Advancement and must properly display the College's official logo.

7. College's Right to Revoke

The College reserves the right to revoke the permission granted for use of any College facilities or to relocate an organization to another appropriate facility should it be necessary to accommodate a change in the College's academic activity schedule. College events shall always take precedence over requests from external organizations.

8. Preservation of Order

Organizations shall be responsible for the preservation of order at and during the event.

9. Smoking Prohibitions

In accordance with the College's Tobacco Free Policy, smoking is prohibited on all property owned, leased or operated by S T J re W\* n BT /F1 12 Tf 1 0 0 1 233.93 550.78 Tm 0 g 0 G [( )] TJ ET



5. The College's food service provider has the exclusive rights to catering on campus. Organizations should contact the campus food service provider to arrange for food on campus. No food or beverages shall be sold or distributed except food and beverages ordered through the campus food service provider. Suffolk County health codes prohibit the distribution of homemade food and baked goods.

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food and beverages ordered through the Culinary Center. The distribution of homemade food or baked goods is prohibited.

4. Parking at the Culinary Center is restricted to local municipal parking lots. All cars must be parked in these lots. Vehicles shall not be parked in loading or fire zones. The organization will be responsible for arranging and paying for the towing of illegally parked vehicles.

#### IV. Guidelines Governing Use of Outdoor Properties (Athletic Fields and Undeveloped Land)

##### A. General Guidelines

1. All external organizations wishing to utilize the College's outdoor properties must submit the Application for Use of Facilities by External Organizations form to the Office of the College Director of Special Events and Programs at least six (6) months prior to the proposed event. A deposit is required six (6) months prior to the event or the date will be released.
2. Approval will be dependent on the College's review of availability, appropriateness of requested use, potential impact on the physical condition of the property and potential impact on the surrounding communities.
3. Unless otherwise determined in the College's sole discretion, no parades by external organizations will be permitted on College property.
4. Portable toilets and

organization must protect and maintain the integrity of the buildings located on the property to ensure that no damage is done to the buildings during the event.

4. At least sixty (60) days prior to the event, the organization must

- V. Guidelines Governing Use of Facilities for Partisan Purposes; Use by Governmental Entities
1. The College encourages the development of political literacy for its students. This includes exposure to partisan forums which foster the exchange of ideas and an opportunity to analyze divergent viewpoints.
  2. Partisan and/or political entities or advocates may be permitted the use of College facilities in accordance with the procedural requirements of this policy and subject to the following conditions:
    - a. That the proposed event be open to the public; and
    - b. That the proposed event, in the sole and absolute discretion of the College, give promise of contributing to the educational purposes of the College.
  3. College facilities will not be made available for any event which may cause or result in inciting or producing imminent lawless action or violence, and which is likely to produce such action or violence.
  4. College facilities may be utilized by governmental entities and their authorized representatives provided such use serves the public interest and/or fulfills a public purpose.