APPLICATION FOR USE OF FACILITIES BY EXTERNAL ORGANIZATIONS

Suffolk COUNTY COMMUNITY COLLEGE

Date of Application: _____

Name of Organization: _____

Name of Contact Person and Position: _____

Address: _____

Phone: _____ Email: _____

Campus: Grant (Brentwood) ☐ Ammerman (Selden) ☐ Eastern (Riverhead) ☐

Area/Room Requested: _____

Name of Event: _____

Date(s): _____ Time: From _____ to _____

*Pre-Event: _____
*Time you would like to enter room to prepare for your event

*Post-Event: _____
*Time you expect to be done removing your materials after event

Event Starts: _____ Event Ends: _____

Estimated number of SCCC attendees per day: _____

Estimated number of general public attendees per day: _____

Will a fee be charged to vendors/exhibitors: _____ If yes, amount: $ _____

Provide a brief description of event (if an exhibition or job fair, include the number of anticipated vendors or exhibitors):

_____

_____

Please list what special equipment you will require: _____

_____

Describe any special set-up arrangements: _____

_____

Please note: **DOVER CATERERS** is the exclusive provider of food services – snack bar or catered events (ie: breakfast, lunch, coffee break…). Their phone number is 516/933-4444.

For events held on the Eastern Campus, including the Culinary Arts Facility, please contact 631/548-2535

PAYMENT OF FEES:

_____(ORGANIZATION) agrees to accept responsibility for the payment of fees indicated on the enclosed schedule and for any other charges resulting from the organization's use of College facilities. The organization also agrees to promptly pay for any loss of damage to College property arising out of or as a result of the organization's use of facility Use Policy.

_____(ORGANIZATION) further agrees to abide by the attached Regulations Governing the Use of College Facilities by Off-Campus Organizations and the College Facilities Use Policy.

INSURANCE and INDEMNIFICATION:

- A certificate of insurance naming both Suffolk County and Suffolk Community College as additional insured may be required. Such certificate is to certify that a policy of insurance issued to the insured organization contains comprehensive general liability coverage in the amount of $2 million (per occurrence) for the period of the proposed event.

- The organization shall indemnify and hold harmless the County and their College, their consultants, employees, agents and other persons from and against all claims, costs, judgments, liens, encumbrances and expenses, including attorneys' fees, arising out of the organization's use of the College facilities or out of the acts or omissions or negligence of the organization, its agents, employees or sub consultants in connection with the organization's use of the College facilities.

APPROVAL:

You may not commit your organization to any expenditures, prepare or send invitations or make any public announcements of the proposed event until you have received a confirmation that your application has been approved.

I show by my signature that I understand the terms of this agreement. I am an authorized representative of the above mentioned organization.

Applicant's Signature: _____ _____
Date

Approved by Manager of Facility: _____ _____
Date

Facility 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 of All College Facilities and Properties

A. Insurance Requirements

All organizations must submit a certificate of insurance evidencing comprehensive general liability insurance in the amount of $2 million combined single limit for bodily injury and property damage per occurrence for the period of the proposed event.
If two or more organizations are sponsoring one event, either one may obtain the certificate, provided that the other organization is named as an additional insured on such certificate. If the event is co-sponsored by a College club, organization or department, the outside organization may still be required to provide a certificate of insurance. At the discretion of the College, occasional seminars and meetings of small groups may not require certificates of insurance.
All certificates of insurance must name both the College and the County of Suffolk as additional insured's. In addition, all certificates of insurance must be reviewed and approved by the College's Office of Legal Affairs before an organization's event can be approved.

B. Indemnification

Organizations shall indemnify and hold harmless the College and the County of Suffolk, their consultants (if any), employees, agents and other persons from and against all claims, costs, judgments, liens, encumbrances and expenses, including attorneys' fees, arising out of the organization's use of the College facilities or out of the acts or omissions or negligence of the organization, its agents, employees or sub consultants in connection with the use of College facilities.

C. Reimbursement for Loss or 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 Campus Dean or designee 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.

D. Facility Use Fees

Payment for the use of College facilities must be made in accordance with the Schedule of Fees adopted by the Board of Trustees and must be paid prior to the use of the facilities. The College will determine whether to charge a fee based on the purpose of the organization and the guidelines set forth in this policy. Payment shall be made by check payable to Suffolk County Community College.

E. Labor Charges

Charges for technical, maintenance, security or administrative personnel as a result of the event are the responsibility of the organization. These costs will be billed to the organization separately following the event and checks for this service shall be made payable to Suffolk County Community College. The College will determine, in consultation with the organization, the appropriate levels of staffing required to support the proposed event

F. Event Publicity

Organizations must not commit to any expenditures, prepare or send invitations or notices, or make any public announcement of the event until it has received a letter of approval from the College. In addition, any advertisements of the event must receive prior approval from the College's Office of Institutional Advancement and must properly display the College's official logo.

G. 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 or activity schedule. College events shall always take precedence over requests from outside organizations.

H. Preservation of Order

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

I. Smoking Prohibitions

Smoking is prohibited within campus buildings and within 50 feet of any building

J. Alcohol Prohibitions

No alcoholic beverages shall be brought to or consumed on College property, except as specifically permitted under the policy adopted by the Board of Trustees entitled "Guidelines for the Consumption of Alcoholic Beverages."

K. No Discrimination

Events that exclude persons on the basis of race, color, national or ethnic origin, citizenship status, sex, religion, age, disability, marital status, veterans' status, sexual orientation or any other status protected by law or College policy are prohibited..

L. College's Right of Access

The Board of Trustees, and its designees, shall have free and open access to all College facilities at all times.

M. Permits

To the extent permit(s) from local or state entities may be required for the function for which the College facility is sought, organizations are solely responsible for obtaining those permits and for paying any fees associated with obtaining them. Organizations will not be permitted to hold an event unless the College has received copies of all necessary permits at least two weeks prior to the event.

N. Weather-Related Cancellations

The College reserves the right to cancel an event due to inclement weather. If such a cancellation occurs, the fee paid by the organization shall be prorated as set forth in the Schedule of Fee adopted by the Board of Trustees.

O. Emergency Medical Coverage

The College reserves the right to require organizations to provide emergency medical coverage for events held at the Campus. Requirements for such coverage shall be determined by the College on a case-by-case basis.

P. Incidental or Occasional Use

Use of College facilities by non-College community groups and organizations is limited to incidental or occasional use. The College will reject any request that seeks to use College facilities on a continuous or permanent basis.

III. Specific Guidelines Governing Use of Indoor Facilities

A. General Guidelines

1. All requests by off-campus organizations for the use of indoor facilities must be submitted in writing to the designated campus office at the campus where the organization seeks to hold the event. Requests must be submitted on the appropriate College form at least 30 days prior to the proposed event, and must include a description of the event, the indoor facility sought and the inclusive dates of proposed use. Requests for use of the Brookhaven Gymnasium at the Ammerman Campus in Selden and the Sports and Exhibit Complex at the Grant Campus in Brentwood must be submitted at least 6 months prior to the proposed event.

2. Organizations should notify the appropriate Office of the Campus Dean of a cancellation within 15 calendar days of the scheduled event. Cancellation fees are set forth in the Schedule of Fees adopted by the Board of Trustees.

3. Parking at the College is restricted to the designated parking field areas or temporary parking areas specifically designated by campus public safety personnel. All cars must be parked in these areas. For reasons of traffic control and fire safety, no vehicles shall be parked on the campus roads or driveways. All individuals visiting the College shall be responsible for observing College parking and traffic regulations. Owners of ticketed vehicles will be responsible for those tickets.

4. All requests for room setups, equipment or other special arrangements shall be made through the College's designated campus office.

5. Campus food service has the exclusive rights to catering on campus. Organizations should contact the campus food service 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. Suffolk County health codes prohibit the distribution of homemade food and baked goods.

B. Specific Guidelines for Events Held at Health, Sports & Education Center

1. The Complex includes the Field House, the fitness center, the dance studio, the locker rooms, the pool, the lecture hall, the athletic fields and the athletic office suite.

2. All requests by off-campus organizations for the use of facilities at the Complex must be submitted in writing on the College's "Request for Use of the Sports and Exhibition Complex by Non-College Organizations" form to the Office of the Events Manager for the Complex at least 6 months prior to the proposed event, and must include a description of the event, the indoor facility sought and the inclusive dates of proposed use. A deposit is required 6 months prior to the event or the date will be released. Cancellation of the event less than 6 months prior to the event date shall result in the loss of this deposit and other cancellation fees as set forth in the Schedule of Fees adopted by the Board of Trustees.

3. Only College approved vendors are permitted to service events at the Complex. Information concerning these vendors is available from the Office of the Events Manager for the Complex.

4. At its discretion, the College may limit parking on campus to V.I.P. parking and bus traffic or may designate specific paved or unpaved areas for event parking. The organization will be responsible for providing sufficient bus service from an off-site parking location to accommodate the expected attendance. All advertising of the event will include information about the off-site parking and bus accommodations and will indicate that on-street parking in communities surrounding the campus is prohibited except for residents of those communities. The organization will be responsible for arranging and paying for the towing of illegally parked vehicles on campus and in the surrounding communities.

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

1. All requests by off-campus organizations for the use of outdoor properties must be submitted in writing to the designated campus office at the campus where the organization seeks to hold the event. Requests must be submitted on the appropriate College form at least 6 months prior to the proposed event, and must include a description of the event, the outdoor property sought and the inclusive dates of proposed use. A deposit is required 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. No parades by outside organizations will be permitted on College property.

4. A suitable number of portable toilets and trash receptacles shall be provided by the organization.

B. Additional Guidelines for Events with a Daily Attendance of 5,000 or more Individuals

1. All requests by off-campus organizations for the use of outdoor property must be submitted in writing to the designated campus office at the campus where the organization seeks to hold the event. Requests must be submitted on the appropriate College form at least 9 months prior to the proposed event, and must include a description of the event, the property sought and the inclusive dates of proposed use.

2. The College reserves the right to request insurance in excess of the amount set forth in Paragraph II. A of this Policy. In addition, the College reserves the right to require bonds and/or a security deposit to guarantee that the College incurs no costs from the event including but not limited to overtime costs, preparation costs, clean up costs during and after the event and increased security costs.

3. The organization must return the property to the condition it was in prior to the event within a reasonable time period, as set by the College. In addition, the 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. The organization must honor all applicable collective bargaining agreements, vendor contracts and College policies.

5. At least 60 days prior to the event, the organization must provide all of the following to the College:

a. All applicable certificates of insurance and bonds.

b. Copies of all required Town, County and/or State permits, such as permits from the Fire Marshall, the County Health Department and the County Department of Public Works.

c. ambulance departments have been advised of the event and the anticipated size of the crowd expected, and written proof that the organization has complied with any requirements mandated by these departments.

d. Copies of all licenses held by any licensees of the event.

e. Written proof that all sanitation requirements are met, including written proof from the County Health Department that the proposed number of portable toilets is acceptable.

5 cont. If all of this required documentation is not received to the satisfaction of the College on or before the deadline, the event will not take place and the organization will hold the College harmless for any costs the organization incurred.

6. Parking on campus will be limited to V.I.P. parking and bus traffic. The organization will be responsible for providing sufficient bus service from an off-site parking location to accommodate the expected attendance. All advertising of the event will include information about the off-site parking and bus accommodations and will indicate that on-street parking in communities surrounding the campus is prohibited except for residents of those communities. The organization will be responsible for arranging and paying for the towing of illegally parked vehicles on campus and in the surrounding communities.

7 . The organization will reimburse local residents for property damage directly attributable to the event or to attendees at the event.

8. Dependent on the anticipated daily attendance, the College reserves the right to require that the College be one of at least two venues for the event.

9. Events may not be held on Sunday.

10. Organizations will make a contribution to the Suffolk Community College Foundation in the amount of $5,000.00 per day. Organizations will also be responsible for all fees set forth in the Schedule of Fees adopted by the Board of Trustees.

11. Organizations will enter into a contract with the College setting forth these terms and conditions.

Any Questions please call the Special Events office (631) 851-6900 or email at specialevents@sunysuffolk.edu