*Office of Special Events & Programs*
*Crooked Hill Road Brentwood, NY 11717*
*631-851-6902/ fax 631-851-6910*
*specialevents@sunysuffolk.edu*

# APPLICATION FOR USE OF FACILITIES BY SCCC DEPARTMENTS/ORGANIZATIONS

**All SCCC departments and sponsoring organizations using facilities agree to the following conditions:**

- ***Application must be signed by the employee of the SCCC department who is requesting use of the facilities and the sponsoring organization coming to campus (if applicable).***
- ***Applicant is responsible to see that all equipment set up for the event is removed and that the area is clean and neat at event's conclusion.***
- ***Employee of the SCCC department that is sponsoring the event must be present at all times.***
- ***Application must receive approval by Department Chairperson and Campus Dean prior to submission.***

Date of Application: _____

Name of Event:_____

Name of SCCC Department/Organization: _____

Name of SCCC Contact Person:_____

Phone: _____ Email: _____

Sponsoring Organization: _____

Address: _____

Name of Contact Person:_____

Phone: _____ Email: _____

Estimated number of attendees per day: _____SCCC Faculty/Students _____Public

Will a fee be charged to attendees: _____ If yes, amount: $ _____

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

Date(s): _____

Time(s): _____

*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: _____
*Time doors open for attendees

Event Ends: _____
*Time doors close for attendees

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

Type of Room Requested: _____

Provide a brief description of event (if necessary include the number of anticipated vendors or exhibitors):

_____

_____

_____

Describe your set-up needs (conference style, rows, tables, chairs, audiovisual, etc.):

_____

_____

_____

**QUALIFYING AS A COLLEGE EVENT:**

- If this event is approved by the college as a "College-Sponsored" event, discounts will be given on equipment rentals from New York Fun Factory (8% discount), from GLS Electric (10% discount) and on the facility rental. Only a limited amount of events shall qualify for special dispensation. Approval does not guarantee use of SCCC-owned equipment.

How does this event relate to the College's Strategic Plan? What is the benefit to Suffolk County Community College Students?

_____

_____

_____

**PLEASE NOTE:** ***ARAMARK*** is the exclusive provider of food services on the Ammerman and Grant Campuses for snack bar or catered events (breakfast, lunch, coffee break, etc.)

- Ammerman (Selden) Campus Contact : Robert Reinhard
  (631) 732-1838 reinhard-robert@aramark.com
- Grant (Brentwood) Campus Contact: Michelle Robb
  (631) 273-4374 robb-michelle@aramark.com
- Eastern (Riverhead) Campus Contact : Mary Ryder
  (631) 548-2535 ryderm@sunysuffolk.edu

## APPLICANT GUIDELINES:

The undersigned, an authorized member of the listed organization, hereby acknowledges and agrees that this application is not an official contract. Once this application is reviewed and an estimate of fees has been agreed upon, an official contract will be distributed for both parties to sign. This estimate of fees provided by the Suffolk County Community College Events Office will not cover any of the external service providers' charges. My event will not be confirmed and advertising may not take place, until both parties have signed a fully executed contract.

When the contract is signed by both parties, my organization agrees to provide a certificate of insurance **naming both Suffolk County, H. Lee Dennison Bldg., Veterans Memorial Highway, Hauppauge NY 11788, and Suffolk County Community College, 533 College Road Selden NY 11784**, **as additional insured will 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.

My organization also agrees to adhere to all rules and regulations provided on the Facility Use Policy.

## APPROVAL:

***I show by my signature that I understand the terms of this agreement.***

**Organizations Representative:**

Signature: _____ Date_____

Printed: _____ Date_____

**SCCC Faculty/Staff:**

Signature: _____ Date_____

Printed: _____ Date_____

Approved by Department Chairperson: _____ Date_____

Approved by Campus Dean:_____ Date_____

Approved by Director of Special Events: _____ 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.** Upon submission and approval of an *Application for Use of Facilities by External Organizations* form, as detailed below, a license agreement, which shall include the following provisions, among others, will be executed by both the external organization and Suffolk County Community College.

### 1. Insurance Requirements

All organizations must submit evidence of insurance coverage in accordance with College policy, including, but not limited to, 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 external organization will 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 insureds. In certain circumstances, the Suffolk Community College Association, Inc. must also be included as an additional insured. All certificates of insurance must be reviewed by the College's Office of Legal Affairs before an organization's event can be approved.

### 2. Indemnification

Organizations shall indemnify and hold harmless the College, the Suffolk Community College Association Inc. (when appropriate) 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.

### 3. 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 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

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. Payment 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

### 5. 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.

### 6. 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 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 or 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 Suffolk County Community College.

**10. Alcohol Prohibitions**

No alcoholic beverages shall be brought to or consumed on College property, except as specifically permitted under the College's Guidelines for the Consumption of Alcoholic Beverages.

**11. 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.

**B. Compliance with College Contracts and Policies**

The organization must honor all applicable collective bargaining agreements, vendor contracts and College policies.

**C. 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.

**D. 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 (2) weeks prior to the event.

**E. Weather-Related or Emergency Cancellations**

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

**F. 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.

**G. 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 external organizations wishing to utilize the College's indoor facilities 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 thirty (30) days prior to the proposed event.

2. Organizations should notify the Office of the College Director of Special Events and Programs of a cancellation within fifteen (15) calendar days of the scheduled event. Cancellation of the event may result in a forfeit of the deposit and, at the discretion of the College, the facility fee.

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, provision of equipment or other special arrangements shall be made through the Office of the College Director of Special Events and Programs. The external organization is solely responsible for the proper usage and operation of any such equipment provided for an event.

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.

**B. Specific Guidelines for Events Held at the Health, Sports and Education Center (HSEC), Michael J. Grant Campus**

1. The HSEC includes the Field House, fitness center, dance studio, locker rooms, pool, classrooms and lecture hall.

2. All external organizations wishing to utilize facilities at the HSEC 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. Cancellation of the event fewer than six (6) months prior to the event will result in a forfeit of the deposit and, at the discretion of the College, the facility fee.

3. Only College approved vendors are permitted to service events at the HSEC. Information concerning these vendors is available from the Office of the College Director of Special Events and Programs.

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.

**C. Specific Guidelines for Events Held at the Culinary Arts and Hospitality Center (Culinary Center)**

I. The Culinary Center's available facilities include a multipurpose room (which can be separated into four classrooms), a demonstration theater (seating only) and classrooms.

2. All external organizations wishing to utilize facilities at the Culinary Center 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 thirty (30) days prior to the proposed even

3. The College has the exclusive rights to catering at the Culinary Center. Organizations should contact the College Associate Dean for Educational Resources at the Culinary Center for all catering needs. No food or beverages shall be sold or distributed except 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 trash receptacles are the responsibility of the organization.

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

1. All external organizations wishing to utilize the College's outdoor property for events with an anticipated daily attendance of 5,000 or more 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 nine (9) months prior to the proposed event.

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, security costs, and clean-up costs during and after the event.

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. At least sixty (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 Marshal, the County Health Department and the County Department of Public Works.
c. Written proof that all local police, fire and 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. 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.l.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. In addition to payment to Suffolk County Community College for the use of College facilities, organizations will make a contribution for student scholarships to the Suffolk Community College Foundation, Inc. in the amount of $5,000.00, or such other amount as agreed to by the organization and the Foundation.

**Any Questions please contact the Special Events Office**
**(631) 851-6902**
**fax: (631) 851-6910**
**specialevents@sunysuffolk.edu**