



Committee Meeting: Policy Committee	Date: April 10, 2017
Committee Chair: Kathleen Masiello – members present page 3	
New or Edited: Edited VI-A-7	

POLICY NAME: Assignment & Use of College Facilities

POLICY TYPE: Board

SUBMITTED BY: Michael Pietkiewicz, Executive Vice President College of Operations

ISSUE OR STATEMENT OF PURPOSE:

Establish guidelines for the utilization of college facilities by all user groups and agencies to ensure use is consistent with the mission of SUNY Erie Community College including public good and positive economic impact. SUNY Erie Community College will make every attempt to maximize rental proceeds and generate revenue/or recover any associated costs.

Appropriate Use

The use of college facilities by all user groups and agencies will permit if consistent with the mission of the college, the goals of the board of trustees or the college administration and is in compliance with required Erie County insurance regulations.

Process Guidelines

Assignment and use of college facilities will be governed by the administrative procedures described below:

1. All groups renting SUNY Erie Community College facilities shall be charged hourly according to the preset fee schedule (Exhibit A attached).
 - a. College management shall have the authority to determine reasonable charges for long term rentals of college facilities. Any negotiated contract approved by the Board of Trustees can be exempt from the Policy.
 - b. Short term facility rentals require an advance deposit of 50% of total rental fees greater than \$1000. Deposits are refundable if cancelled within (7) Days prior to the event.
2. SUNY Erie Community College personnel costs (Maintenance, Security, Technicians, Supervisors, etc.) for any event are to be charged hourly per the preset fee schedule (Exhibit A attached).
3. Peripheral needs of rental clients, such as dumpster and copier utilization, shall be billed at 115% of actual cost incurred by SUNY Erie Community College.
4. The college authorizes the Auxiliary Services Corporation (ASC) for the provision of personnel, equipment, supplies, good and services when such services are not available through the college.
5. No usage fee will be automatically waived under any circumstance (Exhibit B attached).



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6. Any user may request a waiver or reduction in fees by submitting an SUNY Erie Community College Fee Reduction/Waiver Form. Requests must provide written justification of the community or college benefit derived by any waiver or reduction. All waiver requests shall be reviewed and approved by the President's Office or deciding authority.
 - a). Waiver and reduction requests will be determined on a case by case basis and SUNY Erie Community College reserves the right to deny any request.
 1. Events receiving special waiver consideration may include, but are not limited to, those involving SUNY Erie Community College students, having a direct or charitable benefit, providing a community good, having a positive economic impact, those that are reciprocal in nature and/or those not having a substantial negative impact on SUNY Erie Community College Resources (e.g. Blood Drives).
 - b). The President's Office or deciding authority has final say in special event that do not follow the pre-set Facilities Fee Policy or Fee Schedule for both rental and personnel costs. Waiver and reduction decisions will be decided in a timely manner.
7. SUNY Erie Community College administration will provide a rental, waiver and reduction report at the meetings of the Board of Trustees.
8. Rental and labor rates are to be evaluated by administration as needed and presented for approval to the Board of Trustees when adjustments are required.

Rental Guidelines

Users and event hosts speak only for themselves in their public expressions and/or demonstrations. SUNY Erie Community College's public relations office coordinates institutional responses to the media regarding the college's positions involving events held at SUNY Erie Community College.

For further information on rentals, please contact SUNY Erie Community College's Facilities Office at: (716) 851-1481

For further information on media inquiries, please contact SUNY Erie Community College's Public Relations Office at: (716) 851-1685

NEW OR EDITED POLICY: Edited

DOES IT SUPERCEDE A POLICY/WHICH ONE: Yes. Existing SUNY Erie Community College Board of Trustee Policy VI-A-7 Assignment & Use of College Facilities and all other policies and procedures.



POLICY NAME: Assignment & Use of College Facilities- **Continued**

RELATED DOCUMENTS

- Exhibit A: Estimated Flat Fee Worksheet for Facilities
- Exhibit B: Automatic Fee Waiver Discontinuance Notice
- Exhibit C: Facilities Fee Reduction/Waiver Request Form
- Policy Governing Assignment & Use of College Facilities, VI-A-7

POLICY COMMITTEE RECOMMENDED ACTION: Approved as amended above. Policy Committee recommends the Board of Trustees approves this Board policy under the Report of the Chair, Ad Hoc Committee Reports, and Policy Committee. This Policy supersedes all prior policies/procedures and practices related to Student Activity.

POLICY COMMITTEE MEMBERS PRESENT: Trustees Kathleen Masiello, Maria Carroll-Director of Talent Management and Employee Engagement, Director of Human Resources Tracey Cleveland, Executive Vice President of Operations Michael Pietkiewicz, Chief Financial Officer and Senior VP of Administration and Finance William Reuter, Provost Academic & Student Affairs Richard Washousky

DATE OF BOARD APPROVAL: April 27, 2017

POLICY COMMITTEE TEAM FOLLOW-UP: Following Trustee approval, this policy will be included in the Board of Trustees Policy Manual.

INFORMATION/INPUT CONSIDERED DURING POLICY COMMITTEE DELIBERATIONS: In addition to the Policy Governing Assignment & Use of College Facilities, VI-A-7 the University at Buffalo Fee Schedule was also reviewed.

This Policy has been previously reviewed and discussed at the Policy Committee meetings of October 25, 2016, November 1, 2016, November 7, 2016, February 7, 2017, and March 3, 2017.



Exhibit A Estimated Rental Fee Worksheet for Facilities

<u>Non-Athletic</u>	<u>Per-Hour</u>	<u># of hours</u>	<u>Cost</u>
Atrium - City Campus	\$ 150.00	X	=
Lecture Hall, Auditorium	\$ 100.00	X	=
Computer Laboratory	\$ 100.00	X	=
Classroom	\$ 40.00	X	=
Lobby	\$ 30.00	X	=
Cafeteria	\$ 100.00	X	=
Faculty Lounge	\$ 25.00	X	=
Parking Lot	\$ 50.00	X	=
Subtotal:			=

<u>Athletic</u>	<u>Per-Hour</u>	<u># of hours</u>	<u>Cost</u>
Burt Flickinger Athletic Center			
Main Gymnasium	\$ 150.00	X	=
1/2 Gymnasium Mini	\$ 100.00	X	=
Gymnasium Olympic	\$ 75.00	X	=
Pool	\$ 200.00	X	=
-Lane Rental, Short Course	\$ 15.00	X	=
-Lane Rental, Long Course	\$ 20.00	X	=
1/2 Olympic Pool Warm-up Pool Dive Pool	\$ 125.00	X	=
Gymnasium (North & South)	\$ 40.00	X	=
Athletic Fields (North & South) (per game)	\$ 75.00	X	=
Track	\$ 50.00	X	=
Stadium (includes press box, scoreboard, PA system, bleachers and restrooms)	\$ 200.00	X	=
Subtotal:			=

<u>Positions:</u>	<u>Hourly Rate</u>	<u># of hours (2 minimum)</u>	<u>Cost</u>
Supervisor	\$ 50.00	X	=
College Host	\$ 65.00	X	=
Security	\$ 40.00	X	=
Technicians	\$ 60.00	X	=
Maintenance	\$ 40.00	X	=
Engineer	\$ 40.00	X	=
Pool Timing Operator	\$ 35.00	X	=
Lifeguards	\$ 20.00	X	=
Student Assistant, Student Monitor	\$ 10.00	X	=
Announcer	\$ 65.00	X	=
Scoreboard Operator (per game)	\$ 20.00	X	=
Subtotal:			=
Grand Total:			=

NOTE: A DEPOSIT EQUAL TO 50% OF ESTIMATED RENTAL COSTS IS REQUIRED TWO (2) WEEKS IN ADVANCE FOR ALL EVENTS.
PLEASE MAKE CHECKS PAYABLE TO : ERIE COMMUNITY COLLEGE.

THESE CHARGES ARE ESTIMATED BASED ON YOUR NEEDS AND COLLEGE RENTAL POLICIES. YOUR FINAL BILL WILL REFLECT THE ACTUAL EXPENSES INCURRED FOR THIS RENTAL. THIS FORM MUST BE SIGNED AND SENT BACK TO THE COLLEGE WITH THE REQUIRED DEPOSIT.

NAME OF USER: _____ NAME(S) OF EVENT(S): _____

USER REPRESENTATIVE (SIGNATURE): _____ DATE(S) OF EVENT(S): _____

DATE: _____

AVP OF SECURITY (SIGNATURE) DATE

DIRECTOR OF BUILDINGS AND GROUNDS (SIGNATURE) DATE

Exhibit B



Date

Name Title

Organization

Address 1

Address 2

Address 3

To Whom It May Concern:

For many years it has been our policy at SUNY Erie Community College to make the facilities at our three campuses available to government and municipal entities and their departments free of charge. We maintained this policy for the good of the community when our facilities were needed for classes, training, or other events.

In recent years, however, SUNY Erie Community College has faced fiscal challenges that require that we review our current policy in effect. Therefore, we are informing you that as of January 1, 2017, all government and municipal entities and departments wishing to use SUNY Erie Facilities will be required to pay a flat fee based on our existing Facilities Rental Fee Schedule.

Any user may request a waiver or reduction in fees by submitting a SUNY Erie Fee Reduction/Waiver Form. Requests must provide written justification of the community or college benefit derived by any waiver or reduction. All waiver requests shall be reviewed and approved by the President's Office or deciding authority.

We regret the necessity of making this change and ask for your understanding. If there are any questions regarding our new policy, please feel free to contact my office.

Thank you and we look forward to working with you again.

Sincerely,

Signature

Exhibit C



FACILITIES FEE REDUCTION/WAIVER REQUEST FORM

Requesting Party: _____

Event Name: _____

Event Date(s): _____

Rational for Fee Reduction or Waiver: _____

Justification for Fee Reduction or Waiver:

Public Good: Explain _____

Economic impact or benefit for WNY: Explain _____

Other: Explain _____

Percentage of fee related to total cost of event: _____

TOTAL AMOUNT REQUESTING TO BE WAIVED _____

Requesting Party:

SUNY Erie Community College Approval:

Signature

Date

Signature

Date