

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: V:02:00

Date: Updated 2009

Subject: Scheduling Campus Facilities

Events Management Office

The Events Management Office has the responsibility and authority for implementation of policies governing utilization of College facilities for short-term events, meetings and functions, other than normal credit-generating classroom activities by both affiliated (College) and non-affiliated (off-campus/community) groups and organizations. This office maintains a master list of events scheduled on campus. All requests for use of college facilities should be processed through this office by submitting an Event Application for Use of College Facilities. Events Management issues revocable permits, reservation contracts and confirmations. Planning assistance will be provided to sponsoring groups with regard to special arrangements that might be necessary, and the Events Management personnel will determine whether any financial cost will be charged to the appropriate group/parties. Events Management also has the authority to deny space requests on the basis of lack of compliance with State/College regulations and procedures, or if a proposed event would overburden existing facilities. Events Management will take any event-related problem first to the Associate Vice President for Facilities and Planning.

Scheduling College-wide Events

A number of events, meetings and functions occur on campus on an annual basis involving large segments of the college community and attract substantial numbers of visitors to the campus. They are often of such magnitude or importance that conflicting events could easily detract from their success. The Events Management Office may deny access to other groups which might want to use college facilities at the same time.

Event Applications for use of college facilities may be accessed via the Events Management website: <http://eventsmanagement.buffalostate.edu/>

Fee Structure for Utilization of Facilities

A reasonable fee structure for affiliated (College) and non-affiliated (off-campus/community) groups and organizations has been established in accordance to the SUNY policy on use of University facilities. The fees and payment process will be discussed with the appropriate venue manager following the submission of an Event Application for Use of College Facilities.

Solicitation of Non-Affiliated Community Organizations

Non-affiliated (off-campus and community) groups and organizations routinely seek permission to utilize college facilities. Requests are accommodated based on the availability of facilities, with priority status given to affiliated (College) programs. Potential over-utilization of campus resources is closely monitored since it could conceivably inhibit the quality of all events, meetings and functions. The Events Management Office will review all Event Applications submitted, and through consultation with the campus venue managers, and Associate Vice President for Facilities and Planning, will determine if the requested event, meeting or function will be permitted.