

**ST. JOHN FISHER UNIVERSITY  
FACILITIES USE POLICY**

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## FACILITIES USE POLICY

### I. Introduction

The primary purpose for the facilities at St. John Fisher University is to fulfill the mission and vision of the University. However, as circumstances may allow the University is also committed to being a vital resource to the larger community and may make its facilities available for certain public use. Thus, subject to the guidelines set forth below, the University welcomes community groups and organizations to use its facilities, provided the University in its sole discretion approves the use and purposes.

### II. General Guidelines Applicable to Use of All University Facilities and Properties

#### A. General Guidelines

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 St. John Fisher University, in the form and upon the terms set forth therein.

#### 1. Insurance Requirements

All organizations must submit evidence of insurance coverage in accordance with University 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 university club, organization or department, the external organization will be required to provide a certificate of insurance. At the discretion of the University, occasional seminars and meetings of small groups may not require certificates of insurance.

All certificates of insurance must name the University as additional insured. All certificates of insurance must be reviewed by the Office of Finance and Administration before an organization's event can be approved.

#### 2. Indemnification

Organizations shall indemnify and hold harmless the University, 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 University 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 university facilities.

### **3. Reimbursement for Loss or Damage**

Organizations requesting use of university facilities shall promptly make payment for the loss of or damage to any University facility resulting from the organization's (or its guests') use of the facilities. Office of Finance and Administration, Events and Reservations 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 University's discretion, the University 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 University facilities must be made in accordance with the *Schedule of Fees* adopted by the Office of Finance & Administration and must be paid at least one week prior to the use of the facilities. Any exceptions must be approved by the President or the Vice President for Finance and Administration and CFO. Payment shall be made by check payable to St. John Fisher University. Any event not timely paid in full may, in the University's sole and absolute discretion, be canceled. The University may also raise or decrease these fees at any time, for any use, in its sole discretion.
- b. Events Co-Sponsored by University Employees/Departments
  - i. When University employees or departments co-sponsor the use of facilities by an external organization, the external organization may be charged a reduced facility rental fee equivalent to a maximum of fifty percent (50%) of the applicable fee(s) set forth on the Schedule of Fees.
  - ii. When a co-sponsored external organization utilizes University facilities for fundraising purposes, the external organization may be charged a reduced facility rental fee equivalent to a maximum of 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 in any way incurred or reasonably necessary because of the event are the responsibility of the organization. To the extent University personnel are utilized, these costs will be billed to the organization separately following the event and are in addition to the Facility Use Fee. The University will determine, in consultation with the organization, the appropriate level for 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 University. In addition, any advertisements of the event must

receive prior approval from the Office Finance and Administration, Reservation and Events, in consultation with the Office of Marketing and Communication, and must receive permission to use University logos for any purposes.

**7. University's Right to Revoke**

The University reserves the right to revoke the permission granted for use of any University facilities or to relocate an organization to another appropriate facility should it be necessary to accommodate a change in the University's academic or activity schedule, or for any other reason in the University's discretion. University 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 University's Tobacco-Free Policy, smoking is prohibited on all property owned, leased, or operated by St. John Fisher University.

**10. Alcohol Prohibitions**

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

**11. No Discrimination**

Events that exclude persons based on 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 University policy are prohibited.

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

The organization must honor all applicable vendor contracts and University policies.

**C. University's Right of Access**

Upon approval of the President, the Board of Trustees, and its designees, shall have free and open access to all University facilities for all University wide sponsored events.

**D. Permits**

To the extent permit(s) from local or state entities may be required for the function for which the University 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 University has received copies of all necessary permits at least two (2) weeks prior to the event.

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

The University reserves the right to cancel an event due to inclement weather or other emergencies. 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 Office of Finance and Administration.

**F. Emergency Medical Coverage**

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

**G. Incidental or Occasional Use**

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

**III. Specific Guidelines Governing Use of Indoor Facilities**

**A. General Guidelines**

1. All external organizations wishing to utilize the University's indoor facilities must submit the *Application for Use of Facilities by External Organizations* form to the Office of Finance and Administration, Reservation and Events at least thirty (30) days prior to the proposed event. The Vice President for Finance and Administration and CFO is responsible for approving requests.
2. Organizations should notify the Office of Finance and Administration, Reservation and Events 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 University, the facility fee.
3. Parking at the University is restricted to the designated parking areas or temporary parking areas specifically designated by the university's campus 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 University shall be responsible for observing University 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 Finance and Administration, Reservation and Events. The external organization is solely responsible for the proper usage and operation of any such equipment provided for an event.

5. The University'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. Monroe County health codes prohibit the distribution of homemade food and baked goods.

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

##### **A. General Guidelines**

1. This includes the Athletics facilities, both indoor and outdoor, locker rooms, and other related spaces.
2. All external organizations wishing to utilize the University's outdoor properties must submit the Application for Use of Facilities by External Organizations form to the Office of Finance and Administration, Reservation and Events 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.
3. Approval will be dependent on the University's review of availability, appropriateness of requested use, potential impact on the physical condition of the property and potential impact on the surrounding communities.
4. Unless otherwise determined in the University's sole discretion, no parades by external organizations will be permitted on university property.
5. Portable toilets and trash receptacles are the responsibility of the organization.

##### **B. Additional Guidelines for Events with a Daily Attendance of 500 or More Individuals**

1. All external organizations wishing to utilize the University's outdoor property for events with an anticipated daily attendance of 1,000 or more must submit the Application for Use of Facilities by External Organizations form to the Office of Finance and Administration, Reservation and Events at least nine (9) months prior to the proposed event.
2. The University reserves the right to request insurance more than the amount set forth in Paragraph II. A of this Policy. In addition, the University reserves the right to require bonds and/or a security deposit to guarantee that the University 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, as set by the University. 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 the following to the University:
  - 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, a Town of Pittsford Special Events Permit, 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 this required documentation is not received to the satisfaction of the University on or before the deadline, the event will not take place and the organization will hold the University harmless for any costs the organization incurred.
  
6. Parking on campus may be limited to V.I.P. parking and bus traffic, dependent upon time of year and density of campus. If necessary, 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 residents for property damage directly attributable to the event or to attendees at the event.
  
8. Dependent on the anticipated daily attendance, the University reserves the right to require that the University be one of at least two venues for the event.

## **V. Guidelines Governing Use of Facilities for Partisan Purposes; Use by Governmental Entities**

Due to Federal law restrictions, the University has limited ability to sponsor or host certain political events. Any request to host, sponsor or provide space for an event of a political nature or requested by an elected official must be approved by the Office of the Vice-President for Finance and Administration and CFO.