



# **CORNING COMMUNITY COLLEGE**

## **FACILITY USE POLICY AND GUIDELINES**

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## I. General Information

It is the policy of Corning Community College (CCC) that the facilities of the campus will be made available for use by non-college organizations as herein provided. Use of the facilities by non-college organizations will be authorized only when such use does not infringe upon, delay or conflict with college mission. The college facilities will generally not be available during periods of college closure and during periods when college resources are unavailable. The use of college facilities are subject to the schedule of fees and insurance requirements established by the college and identified in these guidelines.

As a public institution and an open access campus, it is the intent of CCC to provide facilities that meet the college's mission of providing educational, cultural, and civic opportunities. CCC's priority will be to satisfy college facility use needs and, if resources and space availability allow, will be to provide space to non-college organizations.

The use of college facilities will be prioritized in the following manner:

1. Academic/Academic Related- Organizations of the following nature shall be deemed Academic/Academic Related for the purpose of this policy:
  - Credit courses
  - Non-credit courses
  - CCC Athletics (in season)
  - Organization with current Academic facility use agreements (STEM, HS Learning Center)
  - Student recruitment activities/Student Support Services
  - Maintenance (facilities or technology)
2. Campus Life Activities/Athletics/Institutional- Organizations of the following nature shall be deemed Campus Life Activities, Athletics, and Institutional for the purpose of this policy:
  - Student focused events/student clubs
  - Social/cultural
  - Student sponsored
  - CCC Athletics (out of season) and Intramurals
  - CCC Foundation
  - Institutional events
  - Internal campus meetings
3. College Affiliated Organizations- Organizations of the following nature shall be deemed college affiliated for the purpose of this policy:
  - a. External events co-sponsored by CCC. The organization must meet the "not-for-profit" definition.
  - b. The event should encourage participation of faculty, staff and students
4. Non-College-Affiliated organizations - Organizations of the following nature shall be deemed non-college affiliated organizations for the purpose of this policy and will be given the following priority:
  - a. Federal, State and local government units, departments and agencies
  - b. Organizations operating as a 501(c)3 or designated non-profit and whose use of the college facilities will be consistent with the mission of the college
  - c. Commercial organizations for educational or training purposes
  - d. General commercial use:
    1. Any individual or organization not meeting the requirements as outlined in a or b above, will be considered a commercial organization
    2. The college reserves the right to determine the eligibility of a potential user in these categories.
    3. Commercial activities will be provided on a non-exclusive basis
    4. The college may not waive any fees or insurance requirements for commercial organizations

## II. Restricted Use

Corning Community College will strictly enforce the prohibition of activities that conflict with Federal, State, and local laws and college regulations. CCC maintains a policy of non-discrimination with respect to race, religion, gender, national origin, political affiliation, marital status, disability, or sexual orientation in compliance with all Federal, State, and local laws. CCC reserves the right to refuse facility use for reasons as outlined above or for activities that conflict with the College mission. All organizations requesting to use college facilities are required to follow all college policies.

If the event is not co-sponsored by an academic department, administrative office, or CCC- recognized organization, promotional material for the event may NOT imply college sponsorship, display any CCC logos, or utilize CCC marketing materials

## III. Application Procedures

- Requests for the use of the facilities of the college must be submitted, in writing, to the Campus Event Coordinator at least 30 days prior to the event or as far in advance as reasonably possible. The Campus Event Coordinator may be contacted at (607)962-9145 or via email at [Events@Corning-cc.edu](mailto:Events@Corning-cc.edu). The Director of Innovative Learning Sites and the Director of Athletics may coordinate activities involving specific facilities subject to the provisions of this policy. All related documents will be provided to the Events Coordinator.
- Non-College organizations whose purposes are to provide charitable or public benefit services may charge an admission fee or accept donations subject to pertinent State and local laws. Such intention to charge admission fees or accept donations shall be set forth in the application for use of college facilities. When admission fees are to be charged or donations are to be accepted, the organization shall make it known in all publicity that the proceeds are for the benefit of the organization and not the college.
- Upon approval of the request, all organizations must provide a Certificate of Insurance in order to confirm use. The organizations shall maintain and provide an insurance policy for general liability covering personal injury and property damage that occur in connection with the organization's activities. The coverage limits of such policy shall not be less than \$1,000,000 per occurrence. Said insurance policy shall provide liability coverage against any personal injury or property damage sustained by any person at the leased facility. Such coverage shall also apply to any and all injury or damage occurring anywhere on the premises of the college, including, but not limited to, the actual leased facilities, any and all parking lots, walkways, stairways, buildings, and the like when the person sustaining such injury or property damage is a member, employee, or agent of the organization or a participant of such activity. Excluded from such coverage will be personal injury or property damage caused exclusively by the acts or omissions of college personnel, employees or agents that are found by a court of law to be grossly negligent or intentional. Corning Community College shall be named as additional insured on said policy, which shall not be cancelable without 30 days advance notice to the college in writing. Rentals of the Health Education Center must also include the CCC Development Foundation as additional insured. Facility use agreement is specifically contingent upon the organization having a valid policy in effect throughout the term thereof. Failure to maintain or provide such proof of insurance coverage prior to occupancy will result in the immediate cancellation of the facility use agreement by the college and the denial of possession of the subject facilities to the organization.
- The organization shall fully indemnify and hold harmless Corning Community College, their employees, officers and agents from any and all liability which may arise from or to any and all persons as a result of the organization's activities at the subject facilities including, but not limited to, injury and/ or damage sustained by any and all persons attending the organization's activities regardless of the location on the campus where such injury or damage is sustained.
- Access to the facilities is limited to the dates, times and areas specified in the request.
- The organization shall designate one individual to be "in charge" of the event. This person must be present at all times.

- A request for use of facilities is considered to be tentative until an approved facility use agreement has been signed and returned to the requesting organization.
- Organization shall not publicize event until facility use agreement is signed and deposit is received when applicable, as noted in the facility reservation fee and payment schedule section of this policy.
- For events on main campus that require food service during the academic year, right of first refusal must be given to the college's food service vendor for Corning Community College. If the food service is utilized, all arrangements must be made directly with the vendor and can be coordinated through the events office.
- For events that require technology equipment, all arrangements must be made through the Campus Event Coordinator. *Requests for technology equipment must be made at the time of application.* If an organization would prefer to provide its own technology equipment, that organization must confirm compatibility with Institutional Technology through the Campus Event Coordinator.
- Corning Community College shall reserve the right to revoke the permission granted for use of any college facility. The college administration and the Regional Board of Trustees shall have free access to all facilities at all times.
- The college reserves the right to deny use of facilities to groups or for purposes which do not qualify under the anti-discrimination laws of the State or the policies of the State University.
- Notification of cancellation of an event must be given to the Campus Event Coordinator not less than 72 hours prior to the event.
- In the event of a cancellation, the organization will be responsible for expenses incurred by the college in preparation for the event.

#### **IV. Campus Regulations**

- All college policies and regulations must be adhered to in order to ensure the safety of all. All child protection guidelines and regulations must be adhered to by the organization using CCC facilities.
- The college requires the requesting organization to adhere to all regulations that will ensure proper security, traffic, and parking control.
- No animals, except official designated service animals are allowed on campus.
- Corning Community College's policy of providing accessible facilities for all persons with disabilities is in compliance with the Americans with Disabilities Act (ADA). CCC will provide students, employees and campus visitor's reasonable accommodations. CCC will discuss the possibility of reasonable accommodation with the affected individual and solicit his/her suggestions as to what may be done. Possible avenues of reasonable accommodation include providing access to facilities, or other reasonable measures, which do not cause undue hardship to the college.
- The college does not permit smoking or tobacco products in the buildings or anywhere on college property.
- Possession of, or use of, controlled substances within the buildings or on campus property is prohibited.
- Possession of, or use of, alcoholic beverages within the buildings or on campus property is prohibited without an appropriate permit and written consent of the President or his/her designee.

- Possession of, or the use of, firearms or weapons on any campus location is prohibited.
- The organization using the college facilities shall not make any alterations to such facilities. When set-up modifications to the space or additional equipment are requested and are provided by the college, the requesting organization will be billed for the additional expenses.
- The organization using the college facilities is responsible for leaving the facility and its equipment in the condition that existed prior to use. If an inspection of the facilities/equipment by college personnel determines that loss of or damage to any property resulted from the organization's use, such loss or damage will be billed to the organization. In addition, depending upon the nature of the damage, future use of the college facilities may be denied.
- In the event that the facilities are closed, and the event is cancelled due to inclement weather or other emergency, the college will be held harmless for any and all claims for consequential damages.
- The number of occupants must be limited to the maximum capacity of the room or facility used. The organization is responsible to limit occupants so as not to tax the safety capacity of any room in the facility.

#### **V. Facility Reservation Payment Schedule**

- The college's fee schedule is reviewed annually. Fees are assessed for time segments of hourly, half days or full days as specified depending on the facility. Discounts and/or waivers are listed by organization type below. All applicable fees will be specified in the reservation issued to the group.
- The college reserves the right to charge a 25% non-refundable deposit, payable in advance. A deposit is required for any facility rental of \$1,000 or more.
- Payment in full is due no later than thirty (30) days after an invoice has been generated and must be made payable to Corning Community College. Failure to make timely and full payment may result in late fees of 1% per month being assessed, as well as the denial of future facility use.
- Additional charges may be assessed where required. May include Information Technology support, Public Safety or Physical Plant personnel, snow removal, equipment or other requested services.
- Payment for food and beverage service will be provided under a separate agreement with the college's food service vendor.

#### **VI. Facility Utilization Fee Waivers/Discounts**

Waivers and discounts apply to facility rental only and not to additional charges. Requests for fee waivers must be made, in writing, at the time of the facility reservation. Approval of each request is at the discretion of the President, or his/her designee.

##### **The following are the usual circumstances for requesting a fee waiver:**

- The event is officially co-sponsored by the college.
- The group or organization has a direct involvement or partnership with the college.
- There is a reciprocal agreement or understanding regarding the exchange of facility use between the college and the organization or group.
- There will be a 10% (\$25 minimum) nonrefundable administrative fee based on facility assessed to all groups and/or organizations regardless of waiver or discount.

**Organization rental charges and/or discounts will be assessed in the following manner:**

- **Corning Community College and Affiliated Organizations (CCC Foundation & CCC Student Organization):**
  - No room rental charges will be assessed.
  - Applicable additional charges, if any, will be assessed per fee schedule.
- **Sponsoring County Governments (Chemung, Steuben, Schuyler)**
  - No room rental charges will be assessed.
  - Applicable additional charges, if any, will be assessed per fee schedule.
- **Sponsor County School Districts:**
  - Room rental charges will be assessed at 25 % of the approved fee schedule.
  - Applicable additional charges, if any, will be assessed per fee schedule.
- **College Sponsoring Partnership Affiliations:**
  - Room rental charges will be assessed at 25 % of the approved fee schedule.
  - Applicable additional charges, if any, will be assessed per fee schedule.
- **Not for Profit Organizations:**
  - Room rental charges will be assessed at 50 % of the approved fee schedule.
  - Applicable additional charges, if any, will be assessed per fee schedule.
- **Other NYS Governmental Agencies or School Districts:**
  - Room rental charges will be assessed at 50 % of the approved fee schedule.
  - Applicable additional charges, if any, will be assessed per fee schedule.
- **Employees of Corning Community College:**
  - Room rental charges will be assessed at 75 % of the approved fee schedule.
  - Applicable additional charges, if any, will be assessed per fee schedule.
- **For Profit Organizations:**
  - Room rental charges will be assessed at 100 % of the approved fee schedule.
  - Applicable additional charges, if any, will be assessed per fee schedule.
- **Individuals:**
  - Room rental charges will be assessed at 100 % of the approved fee schedule.
  - Applicable additional charges, if any, will be assessed per fee schedule.

**VII. Facility Utilization Fee Schedule**

<b>Main Campus Buildings</b>				
<b>Building</b>	<b>Room/Space</b>	<b>Capacity</b>	<b>Fee</b>	<b>Fee Basis</b>
	Smart Classroom	20-50	\$300	Half Day
	Large Classroom	55	\$200	Half Day
	Small Computer Classroom	12	\$225	Half Day
	Large Computer Classroom	24	\$250	Half Day
	Music Room CHM 022,024,026	24-49	\$150	Half Day
	Lecture Hall STU120	80	\$225	Half Day
	Lecture Hall STU220	114	\$225	Half Day
	Science Amphitheater SCH106	127	\$225	Half Day
<b>Library</b>	Hanley Room LIB102	70	\$225	Half Day
<b>Commons</b>	Main Dining Room COM214	300	\$850	All Day
	Small Dining Room COM248	48	\$225	Half Day
	Conference Rooms COM249(ABC)	28	\$150	Half Day
	Kelly Lounge COM205	187	\$225	Half Day
	Triangle Lounge COM223	175	\$225	Half Day
	Game Room COM109	171	\$225	Half Day
<b>Videoconferencing</b>	Various		Available upon request	
<b>Observatory</b>	O107, O110	19/44	\$150	Half Day
<b>Digital Dome</b>	PLN107	74	\$250	Hour
	Birthday Party Space Rental	20	\$200	2 hours
<b>Parking Lots</b>			\$50	Hour per lot
<p><b>All above rentals are inclusive of:</b>                      Room/facility rental                      Public Safety unless needed to supervise an event which is an additional charge.                      Standard set-up and clean-up. Any major changeovers will be an additional charge</p>				

<b>Athletic Facilities &amp; Fields</b>				
<b>Building</b>	<b>Room/Space/Event</b>	<b>Capacity</b>	<b>Fee</b>	<b>Fee Basis</b>
<b>Main Gym</b>	Gym space GYM200		\$75	Per Hour
	Single Game		\$150	Base Fee
	Tournament		\$300 base fee \$100 per hour	Up to 5 hours Additional over 5 hours
<b>Multi-sport Turf Complex</b>	Field space		\$125	Per Hour
	Single Game		\$250	Base Fee
	Tournament		\$500 base fee \$100 per hour	Up to 5 hours Additional over 5 hours
<b>Softball Field</b>	Field space		\$50	Per Hour
	Single Game		\$100	Base Fee
	Tournament		\$300 base fee \$100 per hour	Up to 5 hours Additional over 5 hours
<p><b>All rates for Athletic Facility/Field above inclusive of: site supervisor, general bathroom/general locker rooms, Scoreboard, speakers.                      PA system included with game rentals.</b></p>				

<b>Spencer Crest Nature Center</b>				
<b>Building</b>	<b>Room/Space</b>	<b>Capacity</b>	<b>Fee</b>	<b>Fee Basis</b>
<b>Main Building</b>	<b>Nature Center SPN100</b>	<b>99</b>	<b>\$150</b>	<b>Half day</b>

<b>Health Education Center</b>				
<b>Room/Space</b>	<b>Amenities</b>	<b>Capacity</b>	<b>Fee</b>	<b>Fee Basis</b>
<b>Culinary Classroom HEC112</b>		<b>24</b>	<b>\$550</b>	<b>Half day</b>
<b>Assembly Hall HEC110</b>		<b>120</b>	<b>\$600</b>	<b>Half day</b>
<b>Classroom</b>		<b>15-25</b>	<b>\$200</b>	<b>Half Day</b>

**Above rentals inclusive of:**

Room/facility rental

Public Safety unless needed after business hours, weekends or to supervise an event which is an additional charge.

Standard set-up and clean-up. Any major changeovers will be an additional charge.

<b>Elmira Academic &amp; Workforce Development Center 318 Madison Avenue, Elmira, NY</b>				
<b>Room/Space</b>	<b>Amenities</b>	<b>Capacity</b>	<b>Fee</b>	<b>Fee Basis</b>
<b>Classroom ELM114</b>	<b>Computer tables, ceiling projector, white board, staff computer station</b>	<b>18</b>	<b>\$300</b>	<b>Half Day</b>
<b>Medium Classrooms ELM203, 211, 214</b>	<b>Ceiling projectors, white boards and staff computer station</b>	<b>24</b>	<b>\$300</b>	<b>Half Day</b>
<b>Large Classrooms ELM202, 208, 210, 215</b>	<b>Ceiling projectors, white boards and staff computer station</b>	<b>32</b>	<b>\$300</b>	<b>Half Day</b>
<b>Computer Lab ELM122</b>	<b>18 Computers(2021), ceiling projector, white board, staff computer station</b>	<b>18</b>	<b>\$250</b>	<b>Half Day</b>
<b>Conference Room ELM301</b>	<b>Ceiling projector, portable white board, staff computer station, rotating camera for HyFlex or conferencing</b>	<b>20</b>	<b>\$250</b>	<b>Half Day</b>

**Above rentals inclusive of:**

Room/facility rental

Public Safety unless needed after business hours, weekends or to supervise an event which is an additional charge.

Standard set-up and clean-up. Any major changeovers will be an additional charge.

**Airport Corporate Park  
360 Daniel Zenker Drive, Horseheads, NY**

<b>Room/Space</b>	<b>Amenities</b>	<b>Capacity</b>	<b>Fee</b>	<b>Fee Basis</b>
<b>Medium Classroom ACP104</b>	<b>Ceiling projectors, white boards and staff computer station</b>	<b>24</b>	<b>\$300</b>	<b>Half Day</b>
<b>Large Classrooms ACP102, 105</b>	<b>Ceiling projectors, white boards and staff computer station</b>	<b>32</b>	<b>\$300</b>	<b>Half Day</b>
<b>Computer Lab ACP128</b>	<b>15 Computers(2021), ceiling projector, white board, staff computer station</b>	<b>15</b>	<b>\$250</b>	<b>Half Day</b>
<b>Conference Room ACP100</b>	<b>Smart TV with HDMI plug for laptop, rotating camera for HyFlex or conferencing</b>	<b>20</b>	<b>\$250</b>	<b>Half Day</b>

**Above rentals inclusive of:**

Room/facility rental

Public Safety unless needed after business hours, weekends or to supervise an event which is an additional charge.

Standard set-up and clean-up. Any major changeovers will be an additional charge.

<b>Additional Charges</b>	<b>Public Safety Personnel</b>		<b>\$50</b>	<b>Per hour</b>
	<b>Physical Plant Personnel Set-up/ Clean-up (for additional other than standard set up/clean-up)</b>		<b>\$50</b>	<b>Per hour</b>
	<b>Technology/Audio Visual Set-up and support</b>		<b>\$50</b>	<b>Per hour</b>
	<b>PA System</b>		<b>\$50</b>	