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P517

USE OF CAMPUS FACILITIES

Issued by: Office of the Vice President for Finance & Administration

Use of campus facilities (space) by outside sponsored groups requires a Facilities Use Permit for both long and short-term arrangements. All permits are coordinated through the Procurement Office.

- Campus facilities may be reserved by official University units, faculty and staff for University business, and by recognized student organizations or sponsored non-university organizations for use that is consistent with the University's missions and goals in education, research, cultural or community service and patient care.
- HSC facilities may be authorized for use and reserved only by designated sponsors. Eligible sponsors of events in HSC include the Campus President, Vice Presidents, Deans of HSC Schools, Executive Directors of University Hospital and Long Island State Veterans Home.
- All fund raising activities, except fund raising events with projected revenues less than \$500, must be coordinated and approved through the Office of the Vice President for Advancement. Approved private social gatherings hosted by individuals or organization affiliated with the University may be held in certain campus facilities if no academic use is contemplated for the facility at the time the event is scheduled, and only if the event will pose no conflict with University activities. Such events may be scheduled no earlier than two months in advance.
- The Office of Conferences and Special Events must be contacted for reservations and calendaring when a proposed event will include any of the following: politically affiliated organizations, Presidential, Congressional, gubernatorial or selective legislative office, Secret Service coverage, extensive use of campus services, large public media involvement or if the University will be the sponsor either financially or publicly.
- Availability of accommodations for persons having disabilities must be clearly stated on all brochures, notices, bulletins, advertisements and invitations for seminars and activities. The notice must include a statement of offer (i.e., "Please notify this office of any need for a disability-related accommodations")
- The organization or individual hosting the activity is responsible to provide accommodations for attendees with disabilities. The ADA Coordinator is available for consultation.

- The application for use of facilities must include the written endorsement by a sponsoring department or recognized campus organization. Sponsorship requires that the sponsoring unit is familiar with the applicant, believes that the proposed activity is consistent with the mission of the University, and stands ready to indemnify the University for all outstanding obligations the applicant may have to the University. Having a sponsor does not guarantee that space can be made available or that University approval will be given for the event. The sponsor will be held responsible for securing any outstanding charges incurred by the individual or group requesting space.
- A schedule of fees is maintained by the Procurement Office. Copies of the schedule are available from several campus offices. Should the University determine that additional custodial, parking, security, electrical, site manager or other services are required, these charges will be added to the basic fee.

• LIABILITY INSURANCE

Applicants must secure appropriate liability insurance naming the State of New York, the State University of New York and the State University of New York at Stony Brook as additional insureds for the dates of the events in the amount specified by the Office of the Vice President for Administration. A certificate of insurance must be presented to that office at least 5 business days prior to the event.

• USE OF UNIVERSITY NAME

A non-University organization using campus facilities may not use the University name, logo, trademarks or service marks or any derivation thereof as a part of its name or address without written authorization by the Vice President for Administration. When advertising the location of the event, the organization must use only the following titles for the University:

- State University of New York at Stony Brook
- SUNY at Stony Brook
- Stony Brook University
- SBU

- All advertising must be approved in advance by the Vice President for Finance & Administration to ensure that the University is appropriately depicted to the General Public seeing or listening to the proposed representation.



RELATED DOCUMENTS:

- [USB 102R Notices in University Publications: Equal Opportunity and Affirmative Action](#)
- [USB 105R Affirmative Action/Equal Opportunity](#)
- [USB 700 Fund Raising and Solicitation on Campus](#)

RELATED FORMS:

- [Short-Term Facilities Use Permit](#) 
- [Short-Term Facilities Use Permit](#) 
- [Long-Term Facilities Use Permit](#) 
- [Long-Term Facilities Use Permit](#) 
- [Tutorials Facilities Use Permit](#) 
- [Media Use Agreement](#) 

Other Information Regarding Revocable Permits

- [Exhibit A \(Standard Contract Clauses\)](#) 
- [Exhibit A-1 \(Affirmative Action Clauses\)](#) 

RELATED LINKS:

Community Research Guide Homepage

<http://ws.cc.stonybrook.edu/sb/crg/facilitiescrg.shtml>

SB Union/SAC Reservation form

<http://studentaffairs.stonybrook.edu/for/reservations.shtml>

Wang Center Reservations Page:

<https://naples.cc.sunysb.edu/Pres/wangforms.nsf/welcome?OpenPage>

Planning for Accessible Events:

<https://naples.cc.sunysb.edu/Pres/wangforms.nsf/ada?OpenPage>

INQUIRIES/REQUESTS:

Procurement Office
 Frank Melville Memorial Library
 4th Floor, Room W4559
 631-632-6001

Indoor Sports Complex
 Facilities Scheduling Office
 631-632-9271