

**STATE UNIVERSITY OF NEW YORK
DOWNSTATE MEDICAL CENTER**

FACILITIES USE COMMITTEE POLICIES

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II. OTHER ADOPTED FACILITIES USE COMMITTEE POLICIES

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**STATE UNIVERSITY OF NEW YORK
HEALTH SCIENCE CENTER AT BROOKLYN**

POLICY GOVERNING THE USE OF INSTITUTIONAL FACILITIES

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**POLICY GOVERNING THE USE
OF INSTITUTIONAL
FACILITIES**

SUNY HEALTH SCIENCE CENTER AT BROOKLYN

8/99

STATE UNIVERSITY OF NEW YORK HEALTH SCIENCE CENTER AT BROOKLYN

STATEMENT OF POLICY ON THE USE OF CAMPUS FACILITIES

State University of New York Health Science Center at Brooklyn ("HSCB") facilities are available to students, faculty, staff, and campus organizations for the sponsorship of various educational programs. All programs will be conducted under SUNY and HSCB guidelines and supervision and may be open to the public.

Solicitation for personal gain or profit by individuals and profit-making organizations is prohibited on HSCB property. Use of facilities for social events by off-campus groups or programs is not permitted.

Registered Student Groups, Faculty Staff, Departments and Internal Groups

Campus facilities are available to registered student organizations, faculty, staff, departments and internal groups for events which are held for the benefit of HSCB students, departments, faculty and staff. Individuals may not reserve space without sponsorship of an HSCB department. These groups may be allowed to act as sponsoring hosts to external groups which actually present programs, if the attached guidelines are followed.

External Groups

Campus facilities may be used by external non-profit organizations for conferences, meetings, seminars, symposia and special events that do not interfere with the normal operation of HSCB. Organizations eligible to use HSCB facilities include: (1) non-profit, educationally-oriented associations and organizations; (2) local, county, City, Federal, State and University agencies and organizations; (3) non-profit, religious organizations; (4) organizations that by meeting on campus will enhance the relationship between HSCB and the Community, or which enhance the mission of HSCB; and (5) organizations which provide a community service and which, in their use of HSCB facilities, do not compete with area businesses. Specific usage charges and scheduling information are available through the Scheduling Office in the HSCB Library.

APPLICATION PROCEDURES FACILITIES USE POLICY

INTERNAL GROUPS

I. Reservation of Rooms

- A. Internal departments and organizations should contact the Room Scheduling Office [Box 14, extension 2639, fax extension 7471] to reserve space in the Health Science Education Building, Basic Sciences Building, and the Student Center.
1. Internal organizations include, but is not limited to:
- campus-affiliated or SUNY-related groups, including campus-related foundations;
 - multi-campus professional organizations;
 - cultural, recreational or social groups comprised of HSCB campus faculty and staff;
 - auxiliary services corporations;
 - alumni organizations;
 - HSCB student government and registered student groups unless otherwise distinguished within this policy.
- B. Registered student groups should contact the Student Center [Box 114, extension 2487, fax extension 1040] to reserve space in the HSEB, BSB and the Student Center.

II. Application Process

- A. Departments, internal organizations and registered student organizations must submit a Room Scheduling Request Form. (Please see FORMS section).
- B. A more detailed application may be required when any of the following factors are present:
- HSCB co-sponsors an event with an external organization
 - Over 50 persons are expected to attend
 - Persons under the age of 18 are expected to attend
 - Off-campus publicity is expected
 - Ancillary goods will be sold
 - An admission fee or donation is requested
 - Special equipment is needed or will be used
 - The purpose of the event is not of an academic or clinical nature
 - Security/parking needs are expected
 - Room Scheduling Office or Student Center determines, after the receipt of the request, that the Facilities Use Committee should review the request

- C. The completed application must be returned to Room Scheduling Office or the Student Center at least **four weeks** in advance of the event (**eight weeks** in advance is recommended).
- D. The Facilities Use Committee will review applications whenever any of the above listed factors are present.
 - 1. On an annual basis, the committee may approve one application from an internal group that enables that group to sponsor an event that is social in nature, that benefits the Health Science Center, where over one hundred people attend and includes members of the public.
- E. All departments and organizations must designate one primary person and one secondary person to be responsible for all room scheduling requests.

III. Scheduling and Confirmation

- A. Room scheduling for space in HSEB and HSCB buildings is done on a priority basis. The priority of assignment, in descending sequential order is as follows:
 - 1. all curricular events, including examinations, for HSCB colleges;
 - 2. grand rounds and residency training programs for the clinical departments and Continuing Medical Education activities;
 - 3. departmental and administrative meetings;
 - 4. HSCB-sponsored conferences, seminars, symposia and meetings; and
 - 5. outside conferences, seminars, symposia and meetings.
- B. Priority for Student Center space is given to events and programs sponsored by (in descending sequential order)
 - 1. the Student Center Governing Board
 - 2. other student organizations
 - 3. non-student organizations and HSCB departments.
- C. Food is permitted only in the following areas in the HSEB and HSCB buildings: Atrium, Special Functions Room, Classrooms 1A and 1B, Lecture Halls 1A and 1B the 8th Floor Faculty Lounge and the Grove. The individual(s) responsible for planning an event wherein food is served is/are responsible for making the necessary arrangements for timely cleaning up the room(s).
- D. Written confirmation of the space reserved by an organization, department or registered student group will be sent by the Room Scheduling Office or the Student Center.
- E. In the event that two internal organizations wish to use space for fundraising activities at the same time during a period of heavy facility use for fundraising (such

as the month of December), the organization which has held the least number of fundraising activities during that semester has priority for the space. The Scheduling Office may hold the applications of internal organizations that have had at least two fundraisers during the semester until other organizations have had a reasonable opportunity to request space for fundraising during this period.

IV. Other Arrangements

- A. **A Mobile Vending Permit** is required when vendors or other external organizations are expected to sell goods or food during the event. HSCB organizations must obtain a permit when vendors sell goods on their behalf on HSCB premises. Permits must be obtained five (5) business days in advance of the event.
 - Contact Faculty Student Association,
- 1. The sale of home cooked food is prohibited. Only the sale of food prepared by a licensed vendor/caterer is permitted.
- B. **Special furniture set-ups:**
 - Contact Building Services at extension 2376 or submit a work order to Box 13, Attention: Work Orders.
- C. **Special utility hook-ups:**
 - Submit a work order to Box 13, Attention: Work Orders.
- D. **Special security/parking arrangements:**
 - Contact Public Safety, extension 3161.
- E. **Audio/visual equipment:**
 - Contact Audio/Visual department at extension 1215. At least two working days notice is required.
- F. All caterers must comply with the HSCB Guidelines for Caterers (see addendum).
- G. The local user of the facility is responsible for the execution of all other arrangements as required by these policies.

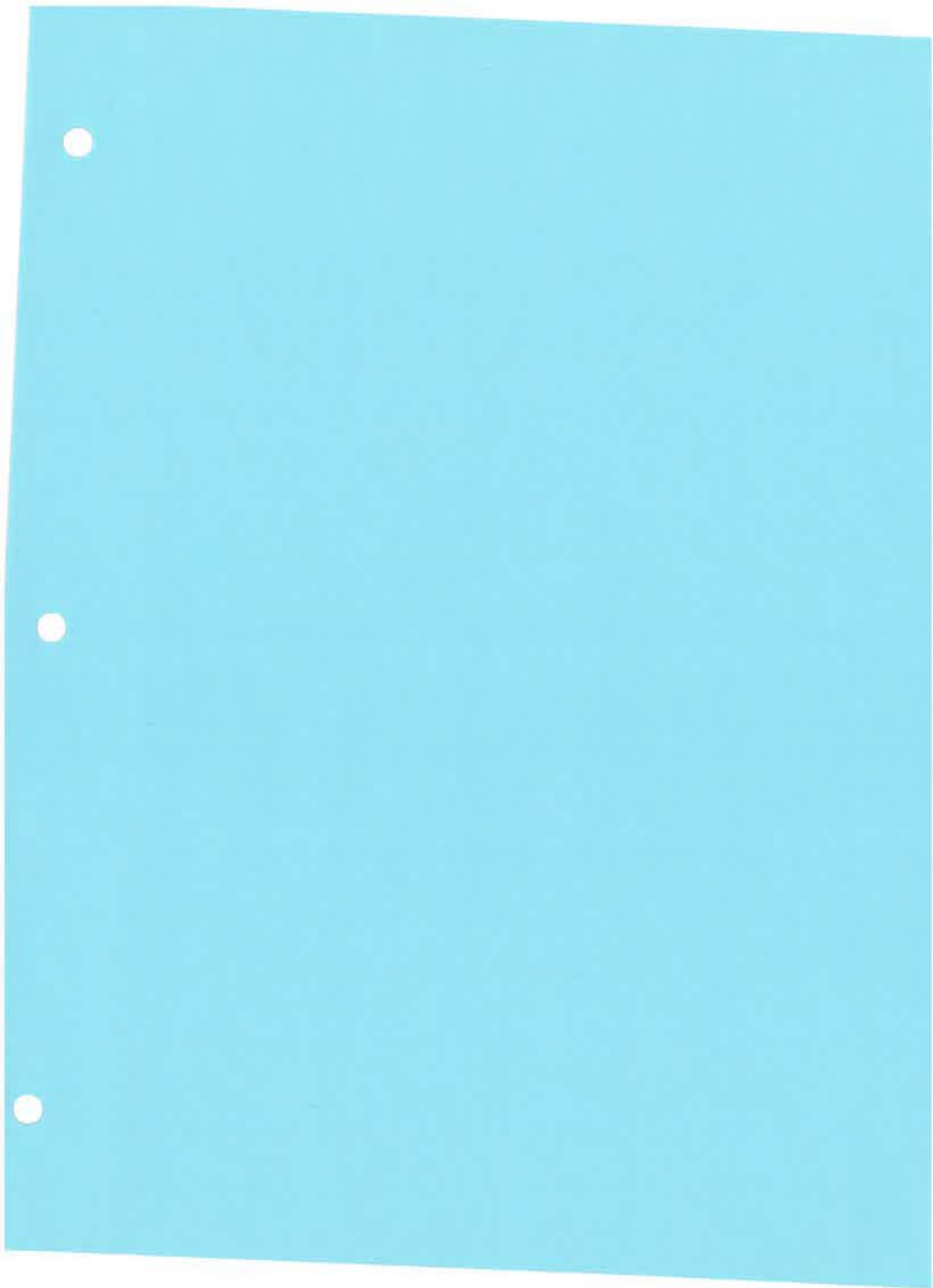
V. Fees

- A. Fees may be imposed for use of space and additional support services.
- B. Room fees in accordance with the attached fee schedule (see Attachment I) and actual costs for provision of staff and overtime expenses (see Attachment (II)) will be charged to the sponsoring department when:
 - 1. the department charges registration fees to the participants;

2. when the department, internal organization, or student group receives a subsidy or reimbursement or other sponsorship from a non-SUNY entity to cover the costs of the event;
 3. contractually arranged national testing exams are held on campus facilities (i.e. United States Medical Licensing Exam)
- C. The President or Senior Vice President for Administration may waive or reduce costs or fees where she/he feels to do so would be in the best interest of HSCB.

VI. Alcoholic Beverages

- A. Only HSCB departments and organizations may serve alcoholic beverages at events held on HSCB facilities. Alcoholic beverages may not be served at events where the general public is invited or where the event is co-sponsored with an external organization.
- B. Any HSCB department or organization that intends to serve alcohol must complete a Service of Alcoholic Beverage Compliance Statement and return to Room Scheduling no later than five (5) business days in advance of the event. (Please see FORMS section).
1. The Statement must be completed by a representative of the department or organization that is hosting the event, the divisional vice president or designee and, where appropriate, the caterer who will be responsible for serving the alcohol.
 2. If a Statement is not returned to Room Scheduling five business days prior to the scheduled event or if the Statement is otherwise defective, the department or organization will not be permitted to serve alcohol at the scheduled event.
- C. Any violation of the HSCB policies regarding the service of alcoholic beverages as set forth in the Facilities Use Policy or in the Statement will directly affect the ability of the host department or organization to serve alcohol at future events.



**APPLICATION PROCEDURES
FACILITIES USE POLICY**

EXTERNAL GROUPS

I. Application Process

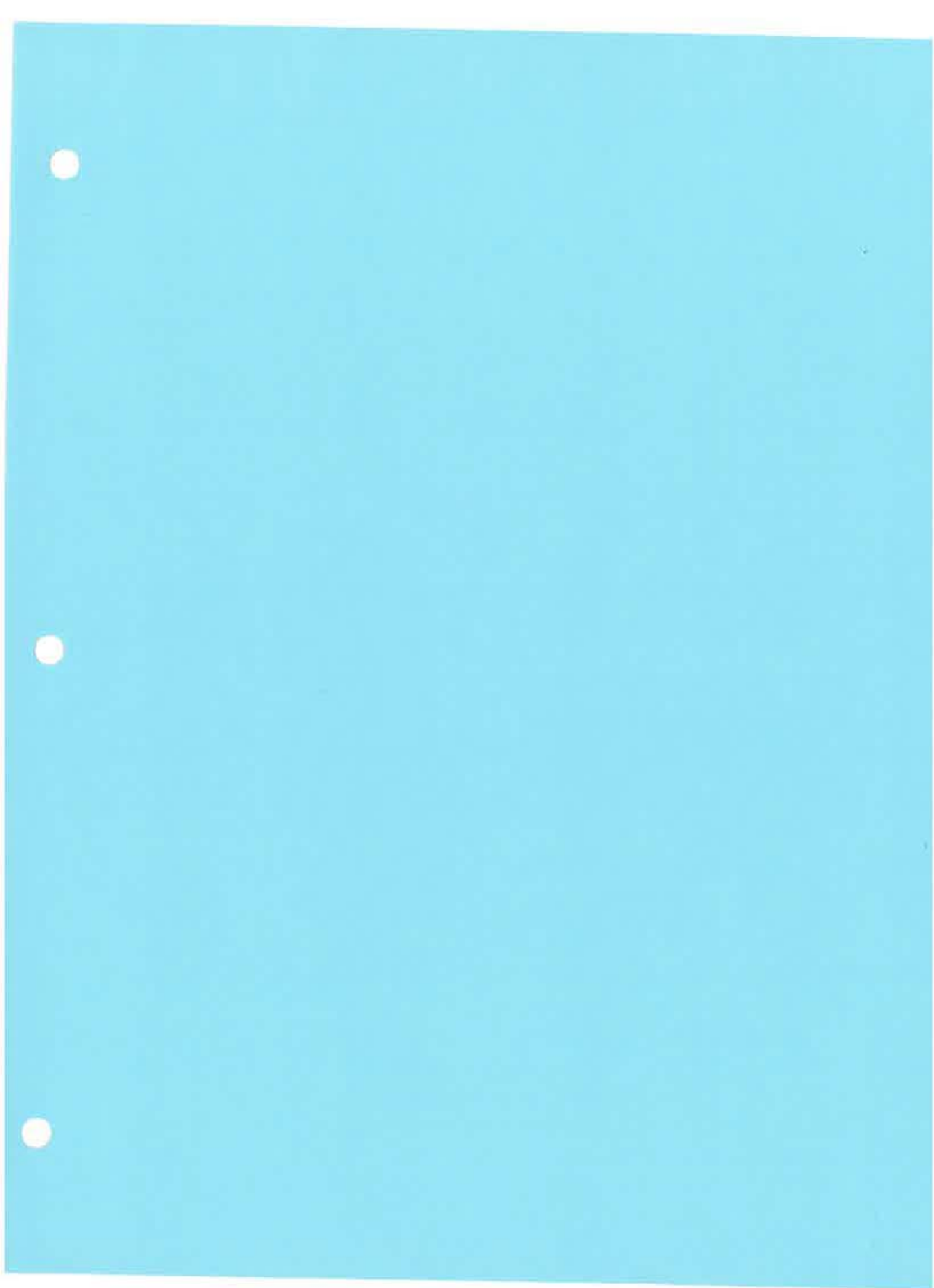
- A. Send written request on organization's stationary, along with a completed application at least four (4) weeks in advance (eight weeks is recommended) to: Room Scheduling Office, SUNY Health Science Center at Brooklyn, Box 114, 450 Clarkson Avenue, Brooklyn, New York 11203; fax number (718) 270-7471. For information regarding available space, call Room Scheduling Office at (718) 270-7633. Approval will require at least two weeks for processing time. No special arrangements or set ups may be accommodated. Food and beverages may not be served on Health Science Center premises. (Please see FORMS section).
- B. All requests for use of HSCB facilities must be reviewed by the Facilities Use Committee.
- C. Upon approval, a revocable permit must be executed. (Please see FORMS section). Proof of insurance is required.
- D. This policy and application process does not apply to any request by one organization, group, or agency for HSCB space involving more than 12 meetings and events during the calendar year. (See Facilities Use Committee Procedures, Revocable Permits and "Other Users" Section of this policy). Any request for such space should be directed to the Senior Vice President for Administration, SUNY HSCB, Box 106, 450 Clarkson Avenue, Brooklyn, New York 11203.

II. Scheduling Priorities

- A. Room scheduling for space in the Basic Science and Health Science Education Buildings is done on a priority basis. The priority of assignment, in descending sequential order is as follows:
 - 1. all curricular events, including examinations, for HSCB colleges;
 - 2. grand rounds and residency training programs for the clinical departments, and Continuing Education activities;
 - 3. departmental and administrative meetings;
 - 4. HSCB-sponsored conferences, seminars, symposia and meetings; and
 - 5. outside conferences, seminars, symposia and meetings.

III. Fees

- A. Fees may be imposed for use of space and additional support services.
 - 1. Room fees in accordance with the attached fee schedule will be charged. Please see Attachment I.
 - 2. Charges to cover actual costs of HSCB personnel to support the activity will be charged in accordance with the attached fee schedule. Please see attachment II. Personnel costs will be charged whenever HSCB must assign personnel to support the event at overtime rates.
- B. All costs and fees may be waived or reduced by the President or Senior Vice President for Administration where it is determined that:
 - 1. the costs and fees incurred are not significant;
 - 2. reciprocal services of an equivalent value are provided; or
 - 3. the public interest would be served.



FACILITIES USE PROCEDURES

I. Referral of an application is made to the Facilities Use Committee.

- A. Upon a review of an application, the Scheduling Office or the Student Center will refer a completed application to the Facilities Use Committee for a full review whenever any of the following factors are indicated:
1. the event is sponsored by an external organization, with or without an HSCB affiliated co-sponsor;
 2. over 50 persons are expected to attend;
 3. large facilities are requested;
 4. persons under the age of 18 are expected to attend;
 5. the purpose of the event is not of an academic or clinical nature;
 6. an admission fee or donation is solicited;
 7. special electrical equipment is needed, requiring more than 5 amp power, special utility connections or sound amplification;
 8. parking needs;
 9. security issues;
 10. alcoholic beverages will be available;
 11. off-campus publicity is expected:
 - (a) press releases/advertisements
 - (b) media coverage is expected;
 13. ancillary goods will be sold.
- B. The Facilities Use Committee will review applications referred to it to determine whether the campus can accommodate the proposed use. Factors which will be taken into consideration are:
1. fire and occupancy safety requirements;
 2. special equipment/utility needs;
 3. off-campus advertisements and/or press releases (Office of Institutional Advancement approves off-campus advertisements and/or press releases which refer to HSCB, University Hospital or SUNY)
 4. parking needs;
 5. security needs;
 6. insurance needs;
 7. whether the proposed event:
 - (a) enhances the relationship between HSCB and the community;
 - (b) promotes the mission of HSCB;

- (c) does not place HSCB in the position of competing with area businesses;
- (d) is consistent with SUNY and HSCB policy.

- 8. whether the terms and conditions of the standard HSCB revocable permit must be modified to accommodate the proposed use;
- 9. availability of space (absence of conflict with mission-related activities).

C. The Facilities Use Committee shall consist of representatives from the: Scheduling Office; Student Center, Hospital Administration; Office of Institutional Advancement; Facilities, Management and Development; Public Safety; and Management Systems.

- 1. Student Affairs will be consulted as necessary when student applications are the subject of review,
- 2. Faculty Student Association will be consulted as necessary when goods and services will be sold.

D. The Committee shall forward its recommendations regarding revocable permits to the Senior Vice President for Administration or designee along with a draft permit, if appropriate.

II. Revocable permits to use campus facilities.

- A. Upon approval of the Senior Vice President for Administration or designee, a revocable permit shall be issued to:
 - 1. external not-for-profit organizations and government agencies
 - 2. internal organizations and HSCB departments as deemed necessary by the Facilities Use Committee when, after a full review of the application(s), the Committee determines that the proposed use is of such a nature that it would be in the best interest of HSCB to require a permit.

III. Revocable permits to "other" users.

- A. The President or Senior Vice President for Administration may appoint designee to negotiate revocable permits directly with a non-commercial organization when:
 - 1. proposed use is for an equivalent of twelve (12) or more full-time equivalent days; or
 - 2. the proposed use involves any construction upon or modification of campus facilities.
- B. At the discretion of the President or Senior Vice President for Administration, the proposal for such a permit may be reviewed by the Committee.

- C. The SUNY Office of Capital Facilities must approve the permit for "other users" for any use over thirty (30) days.

IV. Administration of Permits

- A. Additional reviews and approvals of revocable permits are required under the following circumstances.
1. If the standard SUNY permit is modified, SUNY Counsel's office must review the proposed modifications.
 2. If the value or reasonably estimated value of the HSCB's non-monetary consideration exceeds \$10,000 approval is required by the Attorney General's Office and the State Controller's Office.
- B. The Office of Room Scheduling shall maintain a record of the following information on "occasional users":
1. name of non-commercial organization;
 2. campus facilities provided;
 3. number of full-time equivalent days the facilities were used;
 4. any additional costs, over and above normal operating costs, incurred as a result of the organization's use of the facilities;
 5. revenue income, if any, to cover additional costs over and above normal operating costs.
- C. The Facilities Management and Development Office shall maintain a record of the following information on "other users":
1. costs of providing the facilities;
 2. revocable permit number (as assigned by the State Comptroller);
 3. name of non-commercial organization;
 4. campus facilities provided;
 5. number of full-time equivalent days the facilities were used;
 6. revenue income;
 7. costs of providing the facilities;
 8. construction or modification involved, if any.
- D. Income received from non-commercial organizations shall be deposited in an income fund reimbursable account approved by the University and the State Division of the Budget. That portion of the income which represents reimbursement for costs funded through the campus operating budget shall be transferred into the State's General Income Fund.

the 'information' and 'communication' fields. The 'information' field is defined as:

...the study of the nature, creation, organisation, storage, retrieval, dissemination and use of information, and the social and cultural contexts in which these activities take place. (p. 1)

The 'communication' field is defined as:

...the study of the nature, creation, organisation, storage, retrieval, dissemination and use of communication, and the social and cultural contexts in which these activities take place. (p. 1)

The 'information science' field is defined as:

...the study of the nature, creation, organisation, storage, retrieval, dissemination and use of information and communication, and the social and cultural contexts in which these activities take place. (p. 1)

The 'information studies' field is defined as:

...the study of the nature, creation, organisation, storage, retrieval, dissemination and use of information and communication, and the social and cultural contexts in which these activities take place. (p. 1)

The 'information technology' field is defined as:

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The 'information systems' field is defined as:

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The 'information management' field is defined as:

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The 'information law' field is defined as:

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7/30/99

<u>Room</u>	<u>Seating Capacity</u>	<u>Fee</u>
<u>Education Building</u>		
Atrium	450/250/95	\$200 up to 4 hrs
Auditoria A	115	\$115 up to 4 hrs
Auditoria B	300	\$300 up to 4 hrs
Auditoria C	115	\$115 up to 4 hrs
Auditorium A,B,C	530	\$500 up to 4 hrs
Special Functions Room	30	\$100 up to 2 hrs
Classroom 1A	60	\$50 per hour
Classroom 1B	20	\$50 per hour
Lecture Halls 1A or 1B	60	\$75 up to 2 hrs
Classrooms 5A or 5B	45	\$50 per hour
Classrooms 6A or 6B	35	\$50 per hour
Classroom 8B	30	\$50 per hour
Classroom 8C	15	\$50 up to 2 hrs
Classrooms 8D or 8E	30	\$50 per hour
Classrooms 8F or 8G	30	\$50 per hour
Classrooms 8H, 8I, 8J or 8K	15	\$50 up to 2 hrs
Faculty Lounge	40	\$150 up to 2 hrs
Grove	200	\$200 up to 4 hrs
Combinations:		
Auditorium A,B,C & Atrium		\$700 up to 4 hrs
Special Functions		
Special Functions Room & Atrium		\$225 up to 4 hrs
<u>Basic Science Building</u>		
Lecture Halls 1, 2, 4 or 6	210	\$250 up to 4 hrs
<u>Student Center Rates</u>	(Not available to external groups)	<u>(Per 4 Hour blocks)</u>
Gym		\$500
Main Lounge		\$200
Reading Room		\$100
Conference Room		\$50
Card Room		\$50

7/30/99

STAFF POSITION

HOURLY RATE

Facilities Management & Development

Cleaner	\$16.53
Building Laborer	\$17.36
Building Supervisor	\$21.00
Electrician	\$22.14
Mechanic	\$34.51

Public Safety

SAI	\$18.29
CPO II	\$26.29
CPO Supervisor	\$34.29

Student Center

Student Center Manager	\$8.00
Desk Clerk	\$7.00
Lifeguard	\$9.00

The rates-in-effect for personnel will automatically be adjusted to reflect contractually-mandated pay increases for employees.

RELATED POLICIES

SUNY HEALTH SCIENCE CENTER AT BROOKLYN

SUNY Downstate Medical Center

GUIDELINES TO BE FOLLOWED BY EVENT PLANNERS & CATERERS

The Health Science Center has drafted these guidelines for use by HSCB sponsoring organizations (hereinafter "event planner") who use caterers in order to facilitate a safe and successful event.

1. The Health Science Center is not responsible for providing any catering equipment. The caterer and the event planner must insure that means of egress are not blocked and must comply with any applicable HSCB guidelines.
2. All decorations must be provided by the caterer/event planner. Decorations must be fire retardant and be removable without damage to the Health Science Center's physical structure. Decorations must be removed upon request of Facilities Management & Development personnel.
3. The Health Science Center may provide, upon request, tables and chairs for eating areas. A work order should be submitted at least five (5) working days in advance of event to Box 13. Building Services will charge applicable rates for personnel to set up and break down eating areas.
4. When serving food in the Atrium area, sternos and fired heating devices are not permitted in the Atrium area, including the area immediately in front of the Auditorium. All hot food must be maintained in Classroom 1B or Classroom 1A. Sternos, fired heating devices and electrical devices used in the preparation of food may be used in Classroom 1A and 1B.
5. Sternos and other fired heating devices may be used only in designated areas: Special Functions Room, Classrooms 1A and 1B, Lecture Halls 1A and 1B, the 8th floor Faculty Lounge and the Grove. Sternos and other fired heating devices may not be left unattended at any time.
6. Facilities Management and Development must be advised of any special utility hook-ups by way of work order sent to Box 13.
7. If the event planner knows in advance that Building Services personnel will be needed to clean after the event, a work order must be submitted to Facilities Management and Development at least five (5) days in advance of the event.
8. The event planner is responsible for making arrangements to set up and clean up eating areas. If the premises are not sufficiently cleaned up after the event, the event planner's ability to serve food at future events will be evaluated.

GUIDELINES FOR USE OF HALL SPACE IN
FRONT OF THE FM & D MAIN OFFICE

This space is available only on Tuesday, Wednesdays and Thursdays, from 9:30 a.m. to 4 p.m. for use by SUNY Downstate Medical Center internal groups.

1. No external group may consider conducting an activity in this area without the co-sponsorship of an internal group.
2. When goods or services are offered for sale, an FSA mobile vending permit must be obtained and prominently displayed at the sale.
3. There must be a prominent sign identifying the HSB organization sponsoring the activity.
4. A member of the HSCB organization or department sponsoring the event must be present at the activity at all times.
5. No furniture or display may be set up in a manner to block elevators or doors or impede flow of pedestrian traffic. No items may be offered for sale that would cause the obstruction of the pedestrian flow, such as clothing and books (which lead to crowds trying on clothes and browsing books). Any refusal to modify furniture or displays to remedy a safety concern of SUNY Downstate administration or University Police will lead to the immediate cancellation of the event.
6. Resources of nearby offices, such as telephones, staff and copiers, are not available to users of the space.
7. An exception to the prohibition of use of space on Mondays and Fridays may be considered if the event is just for information purposes and does not require substantial displays.
8. Each campus organization or department may use the space no more than a total of twelve times per calendar year. If two organizations or departments request the space at the same time, priority will attach to the organization or department that has had less use of the space as of the date of the request. During heavy FM & D space use periods, such as December and February, the Committee may hold the applications of internal organizations or departments that have had at least two events during the semester until other organizations have had a reasonable opportunity to request FM & D space during this period.

the 1990s, the number of people in the UK who are employed in the public sector has increased by 1.5 million, from 2.5 million in 1980 to 4 million in 1999. The public sector has grown from 10% of the economy to 15% of the economy.

There are a number of reasons for this increase. One of the main reasons is the increasing demand for public services. The population of the UK has increased by 10 million since 1980, and the demand for public services has increased accordingly. Another reason is the increasing cost of public services. The cost of public services has increased by 50% since 1980, and this has led to an increase in the number of people employed in the public sector.

There are a number of challenges facing the public sector in the 21st century. One of the main challenges is the increasing demand for public services. The population of the UK is projected to increase by 10 million by 2020, and the demand for public services is projected to increase accordingly. Another challenge is the increasing cost of public services. The cost of public services is projected to increase by 50% by 2020, and this will lead to an increase in the number of people employed in the public sector.

There are a number of ways in which the public sector can meet these challenges. One way is to increase the efficiency of public services. This can be done by introducing new technologies and by streamlining processes. Another way is to increase the number of people employed in the public sector. This can be done by recruiting more people and by providing training and development opportunities for existing staff.

There are a number of benefits to having a large public sector. One of the main benefits is that it provides a safety net for people who are in need. The public sector provides a range of services, including health care, education, and social security. These services are essential for the well-being of the population, and the public sector is the only way in which they can be provided.

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**CAPACITY INFORMATION FOR ATRIUM AREA
HSEB LOBBY INFORMATION**

1. The Atrium area may only be used in accordance with the following functional information:
 - a. 96 seated persons as tables
 - b. 150 seated persons with chairs only
 - c. 200 persons, standing
2. Tables may only be set up in accordance with approved seating plans.
3. The Outer Lobby near the two sets of entrance/exit doors and HSEB hallway leading to the BSB are not available for events.

APPLICATIONS FOR USE OF STREETS AND SIDEWALKS
ADJACENT TO AND SURROUNDING THE HEALTH SCIENCE CENTER

1. All applications to close any street surrounding the Health Science Center or any request to use sidewalks adjoining the Health Science Center must be submitted to the Senior Vice President for Administration for review and approval. All community board and local police precinct applications to close any street in connection with an HSCB activity must be executed by the Senior Vice President for Administration.

A. A request to use the facilities must also be completed.

B. Applications must be submitted to the Senior Vice President's Office at least 100 days in advance of the scheduled event. The community boards require applications to be submitted at least 90 days prior to the event.

2. The Senior Vice President for Administration will refer the application to the Facilities Use Committee through the Scheduling Office.

A. The Scheduling Office will review the application and identify any scheduling conflicts that the proposed event may have with scheduled activities.

B. The Facilities Use Committee will review the application and the report from the Room Scheduling and make a recommendation regarding the appropriateness of the proposed activity. The Committee will then make its recommendations to the Senior Vice President for Administration.



FORMS

SUNY HEALTH SCIENCE CENTER AT BROOKLYN

Classroom Services Request Form

ONE ACTIVITY PER REQUEST FORM

(Use as 1st page only)

Room &/or Media Request

Media ONLY Request

Media for previously scheduled activities

Mail to Box 14, or Fax to 270-7471

Today's Date: _____

Name of Contact Person: _____

Phone #: _____ Room #: _____ HSCB Box #: _____ Fax #: _____

College/Division: _____ Department: _____

Name of Actual Room User: _____ Phone #: _____

Name of Activity: _____

Date	Prep Time	Start Time-End Time	Cleanup Time ¹	# of Attendees	Food (Y/N)	Media (#below)	Room Location ² to deliver A/V
Example 9/28/01	3:45p.m.	4:00pm -6:00pm	6:15p.m.	45	N	1, 3, 12	

¹Prep and clean time will not appear on confirmation

² when requesting equipment only please give the *room #* and *room name* (i.e.: Pres. boardroom, Psychiatry Conf Room)

For the items listed below, please provide the quantity needed.

1. Slide Projector___ 2. Microphone___ 3. Overhead Projector___ 4. Projection Screen___ 5. Audicassette Player___
 6. TV/VCR a. VHS___ b. 3/4"___ 7. Video Projection a. VHS___ b. 3/4"___ 8. Document Camera (Elmo)___
 9. View Box___ 10. Computer Projection___ 11. DVD Player___ 12. Technical Assistance (be specific)___
 13. Other: _____

Event #	Rec'd	Input	Confirmed	(A/V)
---------	-------	-------	-----------	-------

Every effort will be extended to provide space and media for the requested date and time. Curricular activities for scheduled classes and exams have first priority for room requests. You will be notified in writing with a confirmed room reservation
 Rev-10/11/05jb

**STATE UNIVERSITY OF NEW YORK HEALTH SCIENCE CENTER AT BROOKLYN
OFFICE OF ROOM SCHEDULING**

**APPLICATION FOR USE OF CAMPUS FACILITIES
(Involving Members of the Public)**

Please provide all information that pertains to your organization, the sponsorship of the proposed event and the particulars of the event itself. **Missing or incomplete information may result in delays or the denial of your application.**

1. Provide the following information about the person making this application:

Name _____ Daytime telephone (____) _____

Address _____

Nature of affiliation with SUNY-HSCB (check one):

A. Student _____ B. Employee _____ C. Alumnus/a _____ D. No affiliation _____

Do you make this application on behalf of an organization?

Yes _____ No _____ If you checked "No" go to Question 3.

2. HSCB organization(s) sponsoring the event(if applicable):

If sponsoring an external organization or group, please give the following information:

Name _____

Address _____

Contact Person _____ Telephone (____) _____

3. Non-HSCB organization(s) sponsoring the event(if applicable):

Name _____

Address _____

Contact Person _____ Telephone (____) _____

4. Names, titles and daytime telephone numbers of three (3) officers of the organization.

If the group has no officers, list three (3) members involved in the sponsorship of the event.

This list may include the applicant if (s)he is one of the officers or members, as the case may be.

Name	Title	Telephone
_____	_____	(____) _____
_____	_____	(____) _____
_____	_____	(____) _____

5. Will any entity or person, not affiliated with SUNY-HSCB, manage, operate, or supervise the event or control the use of the facility? Yes _____ No _____

If you checked "Yes," provide the following about that other organization or person:

Name _____ Telephone (____) _____

Address _____

How is this entity related to you or your organization?

What function will this entity perform in connection with the event or the use of the facility?

6. Is any external group participating in this event? Yes___ No___

If you checked "Yes," please state the name or nature of the group

7. Will the event be advertised off campus? Yes___ No___

If you checked "No" go to Question 9.

What type of publicity will be used (check all that apply):

☐ Radio ☐ Posters
☐ Television ☐ Flyers
☐ Newspaper ☐ Other (specify) _____

Please provide a copy of the advertisement or press release. Off-campus publicity must be approved by the HSCB President or designee.

8. Do you expect media coverage of this event? Yes___ No___

If you checked "Yes," indicate the type(s) of media expected

☐ Radio ☐ Newspaper
☐ Television ☐ Other (specify) _____

9. For what purpose is the campus facility requested?

10. Date and time (indicate AM or PM) for which use is requested

Day	Date	from	Time	to
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

11. Type of facility requested

☐ Classroom ☐ Cafeteria
☐ Conference room ☐ Lounge
☐ Lecture Hall ☐ Other (specify) _____
 Grove, (If so, Contact Classroom Services at Ext. 2639 for part B of Facilities Use Application Form)

12. Provide the age group and estimated number of the people expected to attend (check applicable age group(s) and fill in the estimated number for each group):

Age group	Number of persons
<input type="checkbox"/> Under 12 years	_____
<input type="checkbox"/> 12 to 18 years	_____
<input type="checkbox"/> Over 18 years	_____

If participants or audience will include persons aged 18 or under, who will not be accompanied by adult relatives, state the number of supervisors accompanying the group _____

13. Will an admission or registration fee be charged?
Yes___ No___ Amount \$ _____

Will donations be solicited? Yes___ No___

Will anything be sold at this event? Yes___ No___

If yes, what and by whom? _____

14. Will a special set-up be required? Yes ☐ No ☐
 If yes, please specify (e.g., tables, caterer's requested setup)

Please provide a sketch of table layout attached to a FM&D Work Order. All layouts must be approved by Facilities Management & Development.

Will live music be played? Yes ☐ No ☐
 Will recorded music be played? Yes ☐ No ☐
 Will amplification equipment be used? Yes ☐ No ☐
 Will any equipment be brought to the event?
 Yes ☐ No ☐ If yes, specify w/utility requirements

Will equipment requiring more than 1 electric power receptacle in excess of 2 amps be used? Yes ☐ No ☐
 Will any special equipment be required? Yes ☐ No ☐
 If yes, specify _____

Will there be special decorations? Yes ☐ No ☐
 If yes, specify _____

15. Do you plan to serve any the following:
- | | | |
|--------------------------------------|------------------------------|-----------------------------|
| Alcoholic beverages? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Food? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes, do you plan: Buffet service? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Sit-down service? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Caterer's Name _____ Telephone(____) _____

Address _____

16. Do you anticipate a need for special security arrangements?
 Yes ☐ No ☐

Will you provide your own security for the event?
 Yes ☐ No ☐

17. Please give a detailed description of event (list all guests & activities)

[illegible]

Please be advised that you are responsible for updating your application at least seven business days prior to your event if necessary (ie. speakers, caterer, activities, etc.).

Any HSCB organization that co-sponsors an activity with an external organization must have a representative present at the event at all times.

NOTE: Proof of insurance protection may be necessary, depending on the nature of the event or the proposed use of a facility. If such proof is needed, you will be notified.

To the best of my knowledge, the information provided in this application is correct and complete.

Signature _____ Date _____

rev:jb 8/12/09

the 1990s, the number of people with a diagnosis of schizophrenia has increased in the United Kingdom (Meltzer and Peck 1998).

There is a growing awareness of the need to address the needs of people with mental health problems, and the importance of providing them with a range of services that can help them to manage their condition and live as fully as possible. This has led to a number of initiatives, including the development of mental health teams, the introduction of community mental health teams, and the establishment of mental health trusts. These initiatives have been aimed at providing a more integrated and coordinated approach to the care of people with mental health problems, and at ensuring that they have access to the services they need.

One of the key challenges in providing mental health services is how to ensure that they are accessible to all who need them. This is particularly true for people who are living in poverty, who may have limited access to transport, and who may face other barriers to accessing services. It is therefore important to develop strategies that can help to overcome these barriers and ensure that all people have access to the services they need.

One of the ways in which this can be achieved is by developing a range of services that can be accessed in a variety of ways. This might include providing services in the community, as well as in hospitals and clinics. It might also involve providing services in a way that is flexible and responsive to the needs of individual people.

Another way in which this can be achieved is by developing a range of services that can be accessed at a low cost, or even for free. This might involve providing services in a way that is funded by the state, or by other sources of funding. It might also involve providing services in a way that is based on a sliding scale of fees, so that people who are unable to pay can still access the services they need.

It is also important to ensure that the services provided are of a high quality, and that they are based on the best available evidence. This might involve developing a range of services that are based on a range of different approaches, and that can be tailored to the needs of individual people. It might also involve developing a range of services that are based on a range of different models of care, and that can be tailored to the needs of individual people.

Finally, it is important to ensure that the services provided are accessible to all who need them, and that they are provided in a way that is respectful of the dignity and rights of all people. This might involve developing a range of services that are based on a range of different approaches, and that can be tailored to the needs of individual people. It might also involve developing a range of services that are based on a range of different models of care, and that can be tailored to the needs of individual people.

In conclusion, there is a growing awareness of the need to address the needs of people with mental health problems, and the importance of providing them with a range of services that can help them to manage their condition and live as fully as possible. This has led to a number of initiatives, including the development of mental health teams, the introduction of community mental health teams, and the establishment of mental health trusts. These initiatives have been aimed at providing a more integrated and coordinated approach to the care of people with mental health problems, and at ensuring that they have access to the services they need.

State University of New York
Revocable Permit

THIS AGREEMENT, made this _____ day of _____, 20____, by and between the STATE UNIVERSITY OF NEW YORK, an educational corporation organized and existing under the laws of the State of New York, and having its principal place of business located at State University Plaza, Albany, New York 12246, hereinafter referred to as "State University", acting for and on behalf of the SUNY College at _____, hereinafter referred to as the ("College"), and _____, a non-commercial organization having its principal place of business located at _____, hereinafter referred to as ("the Permittee").

WITNESSETH:

WHEREAS, the Permittee will be conducting an on-campus activity which requires certain facilities; hereinafter referred to as the ("activity" or "event", as appropriate), and

WHEREAS, State University has such facilities available at the College, and

WHEREAS, the parties desire to enter into an agreement whereby State University will make such facilities available to the Permittee for the event.

NOW, THEREFORE, be it known that a revocable permit is hereby granted to the Permittee, subject to the terms and conditions as hereinafter provided, to use the facilities and services designated in "Exhibit B" on the date(s) and at the times specified thereon.

1. State University shall supply all ordinary and necessary water, gas, electricity, light, heat and sewerage facilities for the premises. Unless specifically indicated otherwise in Exhibit B, no telephone service shall be provided by State University to Permittee hereunder.
2. The Permittee shall take good care of the premises, fixtures and appurtenances to preserve the premises in good order and condition.
3. Upon the prior written approval by State University, the Permittee may use other areas of the College Campus upon the same terms and conditions as provided herein.
4. The Permittee agrees to provide the college with a copy of its (Incorporation Papers or Receipt of Filing as a non profit agency or a commercial entity filed with the Secretary of State, or Papers Filed with the appropriate County Clerk for Conducting Business in its Name).
5. In consideration of the facilities and services to be provided by State University as enumerated herein, the Permittee agrees to reimburse State University in accordance with the costs or services stipulated on the attached EXHIBIT "C" and any other extraordinary costs incurred by the College to meet the requirements of the Permittee. Payment shall be made by the Permittee upon receipt of an official billing statement from the College. The form and manner of presentation of the statement shall be mutually agreed upon by the Permittee and the College.

6. The Permittee shall be responsible for any and all damages or loss by theft or otherwise of property whether such property shall belong to State University or to others, and for injury to persons (including death) which may in any way result from the operation or conducting of the event, or may be caused by any of the persons involved in the event, whether or not directly caused by the Permittee.
7. The Permittee shall be responsible for and shall maintain good discipline and proper behavior on the part of all persons in any way involved with the event and agrees to remove any personnel involved in the event whose actions, or failure to act, shall in the sole judgment of State University, after consulting with the Permittee, be deemed to be detrimental to State University.
8. In addition to the authority of State University of New York under paragraph 22, if, in the judgment of State University, activities of any personnel in any way involved in the event should be such that State University, after consultation with the Permittee, shall determine that the continuation of the event for the then remaining period covered by this agreement shall be contrary to the best interest of State University, State University may terminate this agreement without liability of any kind whatsoever therefore, and the Permittee and all personnel so involved shall be thereupon removed from State University premises.
9. This agreement shall be interpreted according to the laws of the State of New York. The Permittee shall comply with established University and College regulations and policies and with all laws, rules, orders, regulations, and requirements of Federal, State and municipal governments applicable thereto including the provisions contained in the rider attached hereto and made a part hereof as EXHIBIT "A". If necessary, Permittee shall obtain and keep in force at its sole cost and expense, any permits or licenses which may be required by any local, State or Federal Governmental body.
10. The Permittee agrees that the issuance of this permit shall in no way diminish the statutory authorization of State University to possession, pursuant to the Education Law, of the State controlled property to which this permit relates; nor shall the dominion and control by State University over the said State property be in any way diminished.
11. The Permittee specifically agrees that this permit does not create the relationship of landlord and tenant between State University and the Permittee regarding the use of the State controlled property to which this permit relates.
12. The Permittee specifically agrees that this permit shall be void and of no further force and effect upon any use of the State controlled property to which this permit relates which is inconsistent with State Law or which in any way conflicts with the purposes or objectives of State University.
13. Upon removal from said premises, the Permittee shall, at its sole cost and expense, restore the premises as nearly as possible to the condition in which these premises were in when the use by the Permittee began, other than ordinary wear and tear to the premises.
14. The Permittee shall have the right, so long as this permit shall remain in force, to enter upon said State lands for the purpose of maintaining, operating and using facilities designated in Exhibit B.
15. The Permittee specifically agrees not to hold itself out as representing the State of New York or State University of New York in connection with the use of the State-owned

property to which this permit relates, nor shall the name of the State of New York or the State University of New York be used by Permittee for any purpose without prior approval of the State University.

16. The Permittee assumes all risk incidental to the use of said facilities and shall be solely responsible for any and all accidents and injuries to persons and property (including death) arising out of or in connection with the event, use of facilities, its appurtenances and the surrounding grounds and hereby covenants and agrees to indemnify and hold harmless the People of the State of New York and the State University of New York from any and all claims, suits, actions, damages and costs of every nature and description arising out of or relating to the use of the facilities, its appurtenances and the surrounding grounds or the violation by said Permittee, its agents, employees or contractors of any law, code, order, ordinance, rule or regulation in connection therewith. The Permittee further agrees, on being requested to do so, to assume the defense and to defend, at its own cost and expense, any action brought at any time against the People of the State of New York and/or the State University of New York in connection with the claims, suits and losses, as aforesaid.
17. The Permittee agrees to provide the college with a liability insurance policy in the amount of fill in the appropriate amount of the policy **(\$100,000. minimum amount)** naming the State University of New York, as an additional insured covering property damage, personal injury or death arising out of the use of University facilities. The Permittee further agrees to send the college designee cited in paragraph 19 of this Permit, a copy of any notice of cancellation of such policy, renewal policy or new policy naming such campus, as an additional insured, within five (5) business days.
18. The Permittee specifically agrees that if this permit is cancelled or terminated for any reason, the Permittee shall have no claim against the State of New York nor its officers and employees, and the State of New York, its officers and employees shall be relieved from any and all liability.
19. Any notice to either party hereunder must be in writing signed by the party giving it and shall be served either personally or be registered mail addressed as follows:

TO THE COLLEGE:

TO THE PERMITTEE:

Or to such other addressee as may be hereafter designated by notice. All notices become effective only when received by the addressee.

20. This agreement constitutes the entire agreement of the parties hereto and all previous communications between the parties, whether written or oral, with reference to the subject matter of this contract are hereby superseded.
21. The relationship of the Permittee to State University and the State of New York arising out of this agreement shall be that of independent contractor.
22. The permission hereby granted shall **(be effective for a _____ year, _____ month (s) period or shall continue only during the pleasure of the State University of New York)** and may be revoked at any time without cause. Upon revocation of the permission hereby granted and notice thereof served either in person or by certified

mail, return receipt requested, said Permittee shall and will promptly discontinue the use of the premises and shall thereupon remove all of its property from the premises and shall restore the premises to the same condition it was in before use by the Permittee commenced, except that this permit shall terminate _____ in any event, if not sooner revoked. Under no circumstances shall State University of New York be held liable for damages of any kind, either direct or indirect, for termination of this permit.

IN WITNESS WHEREOF, the Permittee has caused this instrument to be sealed and signed by its duly authorized officer, and the State University has caused this instrument to be executed by its duly authorized officer.

STATE UNIVERSITY OF NEW YORK

By: _____
Campus President
or Authorized Designee

By: _____
Official Representative of Permittee

By: _____
Senior Associate Vice Chancellor for Finance and Business
SUNY System Administration

(Approval of the State Comptroller and Attorney General are required when the value or reasonably estimated value of the State's non-monetary consideration exceeds \$10,000.)
Section 112 (3) New York State Finance Law

Approved as to Form

Date _____
ANDREW M. CUOMO
Attorney General

By _____

Approved and Filed

THOMAS P. DI NAPOLI
NYS Office of the State Comptroller

By _____

Date _____

(ACKNOWLEDGEMENT BY INDIVIDUAL)

Notary Public

On this _____ day of _____
20_____, before me personally came _____ to
me known and known to me to be the person who executed the above instrument, who,
being duly sworn by me, did for himself/herself depose and say that he/she is a member of
the firm of _____
and that he/she executed the foregoing instrument in the firm name of _____
_____, and that
he/she had authority to sign same, and he/she did acknowledge to me that he/she
executed the same as the act and deed of said firm of _____
_____, for the uses and purposes mentioned
therein.

(ACKNOWLEDGEMENT BY CORPORATION)

STATE OF NEW YORK)
COUNTY OF) SS.:

On this _____ day of _____ 20____,
before me personally came _____ to me known, who
duly being sworn, did depose and say that he/she resides in _____,
that he/she is the _____ of the _____
_____, the corporation described in and which executed
the foregoing instrument; that he/she knows the seal of said corporation; that the seal affixed
to said instrument is such corporate seal, that was so affixed by the order of the Board of
Directors of said corporation, and that he/she signed his/her name thereto by like order.

Notary Public

Alcohol Compliance Statement for HSCB Non-Student Internal Groups
Facilities Use Committee

Only HSCB departments and organizations may serve alcohol at events that are exclusively attended by individuals associated with HSCB. All individuals sponsoring an event where alcohol will be served are responsible for adhering to the requirements listed below. Sponsoring individuals must sign below and obtain the approval of their respective divisional vice president or designee. (For organizations affiliated with and located on HSCB premises that are not associated with a vice presidential area, the Senior Vice President for Administration will serve as the divisional vice president). If the event is catered and the caterer will be responsible for serving alcoholic beverages, the caterer must also complete the form and agree to adhere to the policies. Students must adhere to the alcohol policy implemented by the Student Center/Residential Life Department.

I, _____, a sponsor of the _____, on _____,
(name) (name of event) (date)
20 ____, hereby acknowledge that I have read the following and agree to the following

requirements of the SUNY Health Science Center at Brooklyn:

1. No persons under the age of 21 may bring alcoholic beverages into or consume such beverages within the facilities of the SUNY Health Science Center and adjacent patios.
2. All alcoholic beverages must be served by individuals over the age of 21. The servers may not consume alcoholic beverages immediately before or during the event. They will be fully briefed as to means of identifying those who can be served as well as to not serving those who are obviously intoxicated.
3. No persons who identify themselves to the servers of alcohol as being on duty or going on duty after the event will be served alcohol.
4. The serving of alcoholic beverages must end one-half hour prior to the ending time of the event.
5. Sizeable and visible quantities of snack food and non-alcoholic beverages must be available.
6. Any advertising of the event should focus on the social, cultural or educational aspects of the event rather than on the types and amounts of alcohol to be served. Advertising may not suggest or imply that the general public is invited.

7. Any violation of these rules will directly affect the ability of the department or organization to serve alcohol at future events.

Signature of Sponsoring Individual

Date

Name of Sponsoring Individual
(Please print or type)

Title of Sponsoring Individual

Name of Sponsoring Department
Or Organization

Telephone Number

Event Date

Time of Event

Nature of Event

Number of Persons Expected: _____ Event Location: _____

As the Vice President responsible for the department/organization of _____,
I hereby consent to the service of alcohol at the event described above and in accordance
with the parameters described above.

Signature of Divisional Vice President
or designee

Date

Caterer's Acknowledgement for Service of Alcohol

I hereby acknowledge that _____ provided me
(name of sponsoring individual and sponsoring dept/organization)
with a copy of the Health Science Center's Policy governing the Service of Alcohol on

_____. I will adhere to such policies and requirements and ensure that my staff
(date)
who serve alcohol will follow them as well.

Signature of Caterer or Representative

Date

Name of Caterer or Representative (printed)

Name, Address and Telephone Number of Caterer

Name of Event: _____

Date and time of Event: _____

02/01

the 1990s, the number of people in the UK with a long-term condition has increased by 50% (Department of Health 1999).

There is a growing emphasis on the need for people with long-term conditions to be able to manage their condition and to take responsibility for their own health. This has led to the development of self-management programmes for people with long-term conditions (Department of Health 1999).

Self-management programmes are designed to help people with long-term conditions to understand their condition, to learn how to manage their condition, and to take responsibility for their own health. They are usually delivered by a health professional, such as a nurse or a doctor, and are often based on a group of people with the same condition.

Self-management programmes can be delivered in a number of ways, including one-to-one, group, and self-help. They can also be delivered in a number of settings, including the home, a community centre, and a hospital.

Self-management programmes can be very effective in helping people with long-term conditions to manage their condition and to take responsibility for their own health. They can also be very cost-effective, as they often reduce the need for hospital care and other health services.

There are a number of factors that can influence the effectiveness of self-management programmes. These include the quality of the programme, the motivation of the participants, and the support of the health professional.

Self-management programmes are a valuable tool for helping people with long-term conditions to manage their condition and to take responsibility for their own health. They can be very effective, and they can be very cost-effective.

There are a number of factors that can influence the effectiveness of self-management programmes. These include the quality of the programme, the motivation of the participants, and the support of the health professional.

Self-management programmes are a valuable tool for helping people with long-term conditions to manage their condition and to take responsibility for their own health. They can be very effective, and they can be very cost-effective.

There are a number of factors that can influence the effectiveness of self-management programmes. These include the quality of the programme, the motivation of the participants, and the support of the health professional.

Facilities Use Application Conditions

Event Name:

Event Date(s):

Your application has been reviewed and is approved by the Facilities Use Committee. In order for your event to run without interruption, you must comply with the following conditions:

Faculty Student Assn Business Office; 718-270-3187

_____ Mobile Vending Permit Required (Contact _____). This permit must be posted and visible on the day of your event. You may be asked to leave the premises if a permit is not posted.

_____ **Temporary ID's needed: All individuals are required to wear appropriate identification whenever they are in Downstates' facilities. Arrangements for identification cards for visitors must be made with University Police. Contact Tom Dugan at extension 718-270-3161 to make arrangements in advance of the event.**

_____ Pre payment required, all monies must be collected in advance and cannot be collected at the door.

_____ Audio-Visual Technician required, contact Howard Erskine, AV Manager 718/270-7419.

_____ Special set-up, tables, electrical connections, food service, etc. Please provide sketch of table layout attached to a FM&D Work Order 10 business days before your event.

_____ Copy of off campus advertisement was not submitted with application. Please provide a copy to Classroom Services before any are sent off campus (Box 14 or fax to 718/270-7471).

_____ All items must be store brought and receipts readily accessible if requested.

_____ Guidelines for catered events attached.

_____ **With the exception of valet parking, no parking is available before 2:30pm, Monday – Friday and parking available during the weekends at going rate.**

_____ Overtime charges for University Police- contact Linda Corby 10 business days before your event at 718-270-3161.

_____ Overtime charges for Building Services- contact John LoPresti at 718-270-2218.

_____ Overtime charges for FM&D – Contact Thomas Farrell at 718-270-2345.


_____ FM&D Public Space Permit must be displayed at all times during all dates listed above.

_____ In compliance with the Fire Safety Codes you must maintain a six foot means of egress in the Atrium. There can be a maximum of eighteen tables in the Atrium. Please provide a copy of the layout of tables for the Atrium to Classroom Services at least one week prior to your event.

_____ Alcohol Compliance Statement required. Upon receipt of a completed Alcohol Compliance Statement your event will be confirmed. Please return to Box 14, Attention Jennifer Brown-Charles 10 business days before your event.

_____ **Please have official greeter from your department meet attendees as they arrive.**

Other:

 **Ivan Lisnitzer**
08/12/2004 08:28 AM

To: Lynne McQueen/Downstate@Downstate
cc:
Subject: Re: Committee Position [1]

I agree with the policy.

Much Thanks;
Ivan
Lynne McQueen

Lynne McQueen
08/11/2004 03:56 PM

To: Ivan Lisnitzer/Downstate@Downstate, Richard
Winant/Downstate@Downstate
cc: Jennifer D. Brown/Downstate@Downstate, Michael
Harrell/Downstate@Downstate, James
Darrow/Downstate@Downstate, Paul Alleyne/Downstate@Downstate,
Yolanda Wilson/Downstate@Downstate, Robert
Richards/Downstate@Downstate, Craig
Johnson/Downstate@Downstate, Berwyn
Smith/Downstate@Downstate
Subject: Committee Position

Recently, The Facilities Use Committee reviewed an application from an in-house organization seeking to have a fundraiser using a Downstate employee owned jewelry company. The Committee spent several weeks grappling with the ethical issues and, after finding nothing directly on point in our research, developed the following position:

Due to conflict of interest concerns, the Committee has taken the position that no employee may serve as a vendor at a fundraiser, wherein s/he has the opportunity to make a profit or otherwise benefit from the sale of items, even when the event is co-sponsored by a Downstate organization. An employee-vendor may participate in events to benefit a Downstate organization wherein the event consists of several vendors, such as a vendor fair, and due to the spirit of competition among the vendors, there is no appearance of institutional favoritism.

Please get back to me if you have any concerns, ext. 1464.

Lynne

Lynne McQueen/Downstate
09/04/2009 12:39 PM

To Jennifer D. Brown/Downstate, Vincent Castro/Downstate,
Regina Finan/Downstate, Robert Richards/Downstate,
Michael Harrell/Downstate, Curtis Hanton/Downstate, John
cc

bcc

Subject Grove Rules

Please be advised that I reviewed the Proposed Rules for the Grove with Ivan and he agrees with them. He also agrees with the proposed policy to collect deposits for the erection of structures in the Grove.

Attached please find both policies. Please review them to make sure that they say what we want them to say. If I do not hear from anyone, I will assume that they are ok for implementation.

Lynne



grove rules3.09.doc



grovetentdepositrules2.09.doc

RULES FOR THE USE OF THE GROVE

1. Detailed questionnaire, in addition to the Facilities Use Application, must be completed at least six weeks in advance.
2. Any departmental functions celebrating its employees must be held on the weekdays, between the hours of 7 a.m. and 7 p.m.
3. No food may be cooked or grilled in the Grove. Only duly licensed food caterers, such as, but not limited to, the NYS state contracted food vendor or FSA contracted caterer, may cook food using a grill or other cooking equipment in the grove...
4. Alcoholic beverages are not permitted in the Grove.
5. Arrangements must be made in advance for clean-up of the Grove after the event is over.
6. If a tent or any temporary structure (including a Succo, Christmas tree or Menorah) is placed in the Grove, the event coordinator must ensure
 - a. that FM&D will be notified at least ten (10) work days in advance of the event. Contact Building Services at 718-270-2376 to coordinate activities.
 - b. the tent/structure will be erected no earlier than one day before the event
 - c. the tent/structure will be taken down no later than one day after the event is held
 - d. that the department and/or the tent company (or company that owns or builds the structure) will be responsible for any damage caused by the installation of the tent/structure, including but not limited to its collapse or damage to the premises and/or personal injuries. Proof of insurance must be provided upon request.
 - e. the tent/structure is an appropriate size for the gathering and for the Grove
 - f. that the event coordinator must arrange for safety inspections and take steps to adequately secure the structure in inclement weather if the tent/structure is erected for more than three days.
7. Entertainment or amplified music or speeches may be restricted or prohibited, depending on the time, place, nature of event, class and exam schedule and impact upon neighbors.
8. The event coordinator is responsible for making arrangements for clean-up and break down of the event as appropriate for the event, particularly during weekends and weekday evenings.
9. No more than two hundred (200) people are permitted in the Grove provided that there are no structures or tents are erected in the Grove. The number of attendees may be

reduced in accordance with the number of structures in the Grove and the nature of the activity.

10. The Facilities Use Committee has the discretion to deny or limit the number of events in the Grove in order to preserve the use of the Grove by the campus community in general.

11. The Facilities Use Committee has the discretion to cancel an event due to weather or other adverse conditions.

09/09

**PROPOSED RULES FOR DEPOSITS FOR PLACING TENTS AND OTHER
TEMPORARY STRUCTURES IN THE GROVE**

1. Ten business days in advance of the event, a check or journal transfer from a SUNY DMC department to IFR # _____ shall be made in the amount of _____. Such amount will be held as security for (a) the timely compliance with the time restrictions regarding the erection and taking down a tent or temporary structure in the Grove and (b) damage caused by the erection or taking down of a tent or temporary structure.
2. Such check or journal transfer shall be delivered to Linda Corby in the University Police office.
3. Such check or journal transfer shall be returned in full within five days of the conclusion of the event provided that the
 - (a) the taking down and removal of the structure or tent occurred within one day after the event was held.
 - (b) no damage to the Grove or nearby premises was caused by the erection or removal of the tent or structure
4. Such check shall be deposited and amounts will be deducted to cover
 - (a) the actual cost of repair of any damage to the Grove and its supporting systems
 - (b) for each day that the tent or structure remains erect or otherwise present in the Grove after the event has been completed, ____ \$ _____ per day or 10% of the deposit, whichever is greater, shall be deducted.
5. SUNY DMC will return all unused portions of the deposit within ten days after the tent or structure has been removed from the premises.