



Events Management and Facilities Rental – External Clients

Policy FA002

Volume 6, Facilities

Responsible Administrator: Vice President for Communications and External Relations

Responsible Office: Office of Event Management and Facilities Rental

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Policy Statement

The rental or use of FIT’s facilities through the Office of Event Management and Facilities Rental will be carried out in accordance with the college’s core mission and values. The Office of Event Management and Facilities Rental is committed to producing and/or supporting successful internal and external events and activities on behalf of FIT. In order to do so, policies and guidelines must be adhered to by clients. A set of clearly articulated policies best ensures safe and successful events. This document comprises FIT’s policies for external and hosted events. For internal and co-sponsored events policies, see “Event Management and Facilities Rental – Internal Clients.”

Reason for the Policy

The purpose of the policy is to provide necessary guidelines for renting or use of FIT’s facilities for the Office of Event Management and Facilities Rental in order to:

- Establish administrative control and ensure appropriate use of college resources;
- Ensure the safety of employees, students, and visitors;
- Protect FIT’s campus, buildings, and spaces, including equipment and furnishings;
- Ensure adherence to all applicable health and safety codes and regulations;
- Effectively manage a source of revenue; and
- Enhance transparency regarding the rules and regulations for use of FIT spaces.

Who is Responsible for this Policy

- Vice President for Communications and External Relations
- Office of Event Management and Facilities Rental

Who is Affected by this Policy

- External parties wishing to request the use of FIT facilities.
- Administrators, faculty, or staff who have requested or wish to request the use of FIT facilities for an event on behalf of an external party.
- Staff and vendors providing support and services to events, including but not limited to, Facilities Management, Public Safety, Media and Technology Event Services, Environmental Health and Safety, Buildings and Grounds, and Catering

Definitions

- **Events:** gatherings or meetings held whole or in part on physical properties under the management and control of FIT, including public spaces, which are typically non-instructional in nature, and/or classrooms.
 - **External Events** are established by organizations outside of FIT. These events are hosted at the college but are not initiated by members of the FIT community or recognized co-sponsors. External events held at FIT must be consistent with FIT's core mission and values. External events are subject to space use fees.
 - **Hosted Events** are established by members of FIT's community jointly with organizations outside of FIT. These events are hosted at the college but are intended for an external audience. Hosted events held at FIT must be consistent with FIT's core mission and values. Hosted events are subject to space-use fees.
- **Academic Class:** scheduled meetings associated with any credit-bearing or noncredit-bearing course offered as part of the college's curriculum of formal instruction.
- **Academic Activity:** refers to any meeting, presentation, program, or other activity that is an academic class, but is part of, or directly related to, the college's curriculum of formal instruction.
- **External Event Client:** FIT extends the use of its facilities to organizations (not individuals). External event clients are off-campus for-profit, non-profit, or tax-exempt businesses, corporations, governmental agencies, organizations, or other SUNY campuses that are responsible for an event held in FIT facilities. The external event client must designate a single individual to represent it in all matters associated with the event.
- **Facilities:** includes all buildings, land, and physical property of FIT.
- **FIT Community:** currently enrolled students, currently employed faculty, staff, and administrators.
- **Office of Event Management and Facilities Rental:** maintains overall responsibilities for the use of FIT's facilities for events. The Office of Event Management and Facilities Rental helps clients schedule and manage their events, coordinates scheduling, and facilitates other services required for event support.
- **Space Reservation:** the confirmation of space use that has been entered into the FIT reservation system and the means by which the Office of Event Management and Facilities Rental permits internal event clients the use of FIT's facilities.
- **Support Services:** special services associated with facilities usage and are subject to charges. Services may include, but are not limited to, media services, information technology, lighting, catering, public safety, custodial, environmental health and safety, and facilities management.

Principles

- **Facilities**

- The following locations are available for use for internal events and are scheduled through the Office of Event Management and Facilities Rental:
 - John E. Reeves Great Hall
 - Katie Murphy Amphitheatre
 - Morris W. and Fannie B. Haft Theater
 - David Dubinsky Student Center - Faculty/Staff Dining Room, Alcove, Lounge and Meeting Rooms
 - Seminar Rooms

- **External Events**

- **Space Reservation**

A space reservation is confirmation of space use that has been entered into FIT's reservation system. External event clients must sign a written agreement with FIT and remit 100% of the event fee to obtain a valid space reservation.

- **Agreement**

FIT will enter into a written agreement with the external event client that authorizes use of designated facilities for a defined period of time and that requires the external event client to:

- Comply with FIT's regulations and policies;
- Indemnify FIT from liability arising out of the entity's use;
- Provide evidence of appropriate general liability and property damage insurance protection;
- Reimburse FIT for damage or destruction to FIT's facilities;
- Provide appropriate compensation to FIT;
- Comply with FIT's restrictions on use of FIT's name and/or logo; and
- Comply with FIT's restrictions on recording or broadcasting the event.

- **Permitted Use**

- External event clients must not use or attempt to use any part of FIT's facilities for any purpose other than the purpose requested via the client's reservation.
- External event clients must not use or attempt to use any part of FIT's facilities for any purpose that may be contrary to law or detrimental to the interests of FIT.
- The Office of Event Management and Facilities Rental may interrupt the use of FIT facilities or events and cause the audience or participants to be dismissed if it deems any proposed or existing use to be contrary to law or detrimental to the interests of FIT.
- FIT's facilities may not be used for religious services or for private parties.

- **Health and Safety**

- Alcoholic beverages are only permitted at events with prior written permission in accordance with the college's Drug and Alcohol Abuse Prevention policy. Requests for permission may be submitted through the Office of Event Management and Facilities Rental by completing the FIT alcohol request form online.

- External event clients must not permit hazardous materials, including but not limited to, helium balloons, combustibles, fuel, candles, pyrotechnics, or drones on the premises.
- Fire exits, any portion of sidewalks, entries, vestibules, hallways, elevators, or ways of access to public utilities must be kept clear.
- The event floor plan, including placement of furniture and addition of materials are subject to the approval of FIT's Executive Director of Event Management and Facilities Rental; FIT's Director of Environmental Health and Safety; or the authorities having jurisdiction (i.e., the Fire Department of the City of New York and the New York City Department of Buildings).
- External event clients and co-sponsors may not operate equipment (audio/visual, lighting, stage equipment, etc.). Only personnel designated by the Office of Event Management and Facilities Rental may operate FIT equipment.
- FIT reserves the right to determine the level of public safety officer support required for any event.
- **Protection of FIT Facilities**
 - External event clients must obtain Office of Event Management and Facilities Rental approval for all scenic elements and decorations prior to installation.
 - Alterations to the premises cannot be made. Tape, nails, tacks, or screws on any surface of the premises are not permitted.
 - Signs, advertisements, show bills, posters, cards, or flyers must not be posted on the premises without the prior approval of the Office of Event Management and Facilities Rental. In the event that posting of signs, advertisements, show bills, posters, cards, or flyers is approved by the Office of Event Management and Facilities Rental, such material must identify the issuing organization.
 - Food and beverages are not allowed in the Haft Theater or Katie Murphy Amphitheatre.
- **Prioritization**
 - When two or more requests for the use of college facilities are received at the same time and a scheduling conflict arises, the Office of Event Management and Facilities Rental will use the following prioritization method to resolve scheduling conflicts:
 - Academic Classes
 - Academic Activities
 - Internal Events
 - Co-Sponsored Events
 - Hosted Events
 - External Events
 - FIT reserves the right to reschedule and/or relocate previously scheduled activities or events in order to accommodate an activity or event with a higher scheduling priority. FIT will make every effort to accommodate those events in appropriate facilities.
- **Equipment and Support Services**
 - **Equipment**
 - FIT provides audio-visual equipment for use at events, including microphones, computers, projectors, equipment, sound systems, lighting, and other video equipment.

- Should additional equipment be required that is not in FIT’s inventory, it must be obtained by FIT for the event. Fees for additional equipment are based on equipment costs.
- All equipment must be operated by authorized FIT personnel.
- **Support Services**
 - Requirements for support services for an event are determined by and are at the discretion of the Office of Event Management and Facilities Rental. Support services provided for events may include administrative support, media services, information technology, lighting, catering, public safety, custodial, environmental health and safety, piano tuning, and facilities management.
 - FIT’s internal public safety, custodians, technical staff, and catering services must be used for all events.
 - The external event client will be charged for the services of an onsite production manager or technical staff to oversee load-in and load-out, rehearsals, and the event itself as determined necessary by the Office of Event Management and Facilities Rental.
 - The Haft Theater and Katie Murphy Amphitheatre require FIT Media and Technology Event Services and lighting technicians for all events.
- **Advertising and Promotion**
 - The external event client may use the name and address of the college as the location of the event in its event communications. The external event client shall not use the name of FIT or its logos/marks in any form of advertising and/or promotion without the prior written consent of the Office of Event Management and Facilities Rental.
 - In no case shall the external event client use language that could reasonably be understood to suggest that FIT endorses the external event client or the event. Further, in no case shall the external event client use language that suggests that FIT is the producer of the event.
- **Insurance**
External event clients will be required to maintain a minimum of \$2 million general liability and property damage insurance per occurrence and with FIT and the FIT Student-Faculty Corporation named as additional insureds.

Responsibilities

- **External Event Client**

The External Event Client is required to designate an accountable individual for the event, who must be present at the event and is responsible for:

- Planning and coordinating the event in conjunction with FIT’s Office of Event Management and Facilities Rental, including completing all necessary documentation, identifying the appropriate services and resources needed for the event, and ensuring that full payment is made to FIT;
- Controlling access to the public assembly area. This includes, but is not limited to, reviewing and monitoring distribution of admission tickets, supervising guest lists, etc.;
- Attending production meetings, as necessary, and being present on site immediately before, during, and after the event;

- Participating in pre-event and post-event inspections of the public assembly area with FIT representatives, as necessary;
 - Ensuring that all exit/egress ways from the public assembly area are clear and not blocked during the event; and
 - Cooperating with public assembly fire guards in the event of an emergency.
- **Office of Event Management and Facilities Rental**
 The Office of Event Management and Facilities Rental maintains overall responsibility for the use of FIT’s facilities for events. The Office of Event Management and Facilities Rental assists clients to schedule and manage their events, coordinates scheduling, and facilitates other services required for events, including media services, information technology, lighting, catering, public safety, custodial, environmental health and safety, and facilities management. The Office of Event Management and Facilities Rental maintains overall responsibility for all matters relating to facility usage, including:
 - Making commitments on behalf of the college consistent with college policies;
 - Identifying FIT resources and managing the event-planning process;
 - Coordinating FIT support departments to review rental requirements/obligations;
 - Providing external event clients with approved policy and procedure information and ensuring that clients of facilities adhere to college policies and usage agreement obligations;
 - Reviewing and approving event floor plans;
 - Directing and providing real-time supervision of events;
 - Complying with public assembly and fire safety procedures;
 - **Caterer**
 FIT’s caterer must provide services for all FIT-funded events that require food and beverage service. The caterer assists clients in preparing the menu for the event, transporting and preparing food in a timely fashion, serving, and maintaining the appearance of the event location. The caterer also provides table settings and food service items, wait staff, and coatroom check staff.

Procedures

- Refer to the Executive Director of Event Management and Facilities Rental for process and guidelines

Violations

N/A

Related Policies

- [Campus Posting](#)
- [Campus Safety and Security](#)
- [Child Protection and Mandatory Reporting of Abuse](#)
- [Code of Student Conduct](#)
- Acceptable [Use for FIT IT Systems](#)
- [Disability Accommodations for Service and Support Animals](#)
- [Drug and Alcohol Abuse Prevention](#)

- [Employee Code of Ethical Conduct](#)
- [Event Management and Facilities Rental-External Clients](#)
- [Fire Safety](#)
- [Political and Election Activity and Legislative Advocacy](#)
- [Tobacco-Free Campus](#)

Related Documents

- Applicable New York City building laws, including [NYC Dept. of Buildings \(DOB\) Title 27 Subchapters 6 and 8](#); and FDNY Title 29 Section 10
- Co-Sponsor Agreement
- FIT's Standard Facility Rental Contract
- Post-Event Survey
- [Rates and Fees Schedule](#)
- Space Fee Waiver

Contacts

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