Siena College
Facilities Use Policy

General Policies

1. College properties shall be used only in accordance with its mission and federal, state and local laws and shall not be used for the purpose of organizing or carrying out any unlawful activity.
2. All activities and programs occurring on or in college facilities should not contradict the College’s mission, including but not limited to its Franciscan and Catholic principles.
3. Siena College community members who schedule outside speakers must observe the “Siena College Speaker’s Policy”
4. College facilities are provided primarily for the support of the educational functions of the College and the activities necessary for the support of these functions. College functions take precedence over any other activities in the use of college facilities.
5. All persons on college property are required to abide by college policies and regulations of the Board of Trustees and shall identify themselves upon request to college officials or appropriate college employees acting in the performance of their duties. Violation of such policies or regulations may subject a person to possible legal penalties; if the person is a student, faculty or staff member of the college, that person may also be subject to college discipline.
6. The name, insignia, seal, logo or other college or departmental indicia may not be used by college and non-college groups or organizations without prior approval of the appropriate college authority.
7. Public expression in the form of freedom of speech and advocacy may be exercised in college facilities at such times and places and in such a manner as to assure orderly conduct, the least possible interference with college responsibilities and mission as an educational institution, protection of the rights of individuals in the use of college facilities, and reasonable protection of persons against practices that would make them involuntary audiences.
8. The college reserves the right to review and determine all requests for permission to utilize designated college facilities or services. When conferred the college shall determine the time, place, and mode of presentation without controlling the viewpoint of a speaker.
9. In accordance with the April 2, 1985 revision, the college will not allow privately sponsored activities to be held on campus or to use its insurance and liquor license. Privately sponsored events include, but are not limited to, bridal showers, wedding receptions and cocktail parties scheduled by individuals associated and non-associated with the college. All events must be sponsored or hosted by Siena College, and its recognized organizations.
**Alcohol Policy**

New York State explicitly forbids the sale of alcoholic beverages unless the seller holds a State Liquor License. The college liquor license is the responsibility of our food service vendor who is solely responsible for the sale and distribution of alcohol at all college sponsored event.

Therefore, anyone who disregards the policy to include the following, risks legal prosecution by the State of New York and/or action by Siena College:

1. The legal alcohol possession and procurement age in New York State is 21. Anyone who gives an alcoholic beverage to a person under 21 is in violation of the law and is subject to prescribed penalties. Siena expects all members of the college community to comply with the law.
2. The law prohibits the serving of alcohol to anyone who is intoxicated.
3. Under no circumstances may alcoholic beverages be served or given, directly or indirectly, to anyone under the legal possession or procurement age.
4. No alcoholic beverages may be sold anywhere on the Siena campus except by the Sodexo Food Service Corp. Strategies such as the sale of tokens, tickets, or any article which may be redeemed for alcoholic beverages are the equivalent of paying money and are prohibited.
5. No dispensing or consumption of alcoholic beverages is permitted outdoors or in public areas except under the direct supervision of Sodexo.
6. No privately obtained alcoholic beverages may be brought into an organized event.
7. Advertising for events shall not emphasize the availability of alcoholic beverages.
8. Alcoholic beverages may not be served at an event without specific approval of the Office of Business Affairs or the Office of Conference and Event Services, to be confirmed in writing. No service of alcoholic beverages will be approved unless ALL persons attending are 21 years of age or older.
9. Any organization or group that fails to comply with these regulations may lose its privilege of serving alcoholic beverages at events and/or the right to schedule facility use at Siena.
Posting Policy

1. Except as expressly permitted in this section, no printed material or handwritten signs may be on, attached to, or written on: any structure or natural feature of the college facility such as the sides, doors, windows of buildings, the surface of light posts, monuments, sculptures, waste receptacles, trees, rocks, benches, free standing signs or statues. No printed materials may be placed on vehicles except by members of the Siena Public Safety staff for official notices.

2. Sites available to members of the campus community only include all departmental bulletin boards located in office and classroom areas. Posting is only allowed on bulletin boards, not on walls or other areas. Permission of the appropriate department or administrative unit is required. **Chalking is prohibited.**

3. Residence Halls & Townhouses: Prior permission/approval of the Director of Residential Life is required. Materials to be approved are to be left with the Residential Life office a minimum of three business days prior to the requested posting date. If approved, Residential Life will coordinate the distribution. Siena clubs and organizations may be required to post the items and remove them at the end of the authorized posting period.

4. Material authorized for posting will be limited to that which complements the mission of the College, reflects a responsible expression of an opinion or idea, and will not result in a disruption or interference with the orderly operation of the college. Material that is threatening, harassing or sexually explicit is prohibited. In cases where there is some question of whether material meets these guidelines, the Director of Student Activities and Leadership Development, in consultation with the Vice President for Student Affairs or designee, may request the individual or group to modify their content before approval for posting is authorized.

5. Non-College Organizations
   a) Non-college organizations may not post or distribute materials on campus without the express permission of the Office of Business Affairs
   b) Upon approval, all materials will be stamped as such and will include the date materials must be removed. Posting is only allowed on bulletin boards, not on walls or other areas.
   c) Non-college organizations will be limited to a maximum of 10 flyers posted on campus per event.
   d) Only those requests that complement the mission of the college will be approved.
   e) Event planners are responsible for removing posters at the conclusion of the event.
   f) Sites available for posting to the general public include the following: Sarazen Student Union, Marcelle Athletic Complex, & Serra Dining Hall.
   g) Non-college organizations are prohibited from posting in campus academic buildings. Postings approved by the Office of Business Affairs may be submitted to the Director of Residential Life for permission to distribute in the residence
halls and townhouses. If approved, Residential Life will coordinate the distribution of the materials.

**Smoking Policy**

Siena College is a Tobacco Free campus. Tobacco use is prohibited in all Siena College facilities and outdoor areas.

**Political Activities**

1. Political campus organizations shall have access to selected college facilities on the same basis as all other campus organizations.
2. All political organizations are to be assessed applicable costs of the use of facilities and campus services.
3. Non-college political organizations may request rental of college facilities. The college's senior staff shall review all requests from non-college political organizations.

**Children on Campus**

Use of College facilities for programs for nonstudent minors under the age of 18 requires special attention. Generally, for programs where children will be residing on campus for more than four days, the NYS Department of Health’s regulations governing children’s camps will apply, and the event organizer should be aware of the state and county mandates. The Office of the College Counsel should be consulted in the planning of such programs, since regulations and requirements are regularly revised.

For programs other than children's camps, to prevent behavioral issues, and to provide a structured system to respond to any emergencies, all groups requesting overnight accommodations for individuals under the age of 18 must provide chaperones, paid for by the sponsoring group or organization. These chaperones must be provided with emergency information (proof of medical insurance and emergency contact numbers) for each participant, as well as a 24-hour contact number for the individual ultimately responsible for the group. These chaperones will be required to reside on campus throughout the duration of the participants’ stay. The ratio of student-to-chaperone will be no more than 20:1.

Additional insurance might be required as stated in the Facilities License Agreement

1. If the function identified on Page 1 of this Facilities License Agreement involves children under the age of 18, in addition to the insurance requirements listed in the above paragraph, the following insurance is required: Sexual abuse, sexual molestation, and physical or mental abuse coverage, with minimum limits of $1,000,000 per wrongful act and $1,000,000 aggregate. This coverage may be provided either by endorsement to the Commercial General Liability Policy above or under a separate policy which names Siena College, its Board of Trustees, officers, employees and agents as additional insureds on a primary,
non-contributory basis. Coverage for such claims must not be subject to any exclusion, restriction, or sub-limit. If coverage is provided under a separate policy, such policy must be submitted along with the Certificate of Liability Insurance, at least ten (10) days prior to the function.

**Insurance Requirements & Liability Measures**

Generally, programs and events sponsored by college departments or recognized student organizations do not require additional insurance coverage. Siena College requires non-college groups using college facilities to provide a certificate of insurance which provides general liability coverage of at least $1,000,000 combined single-limit per occurrence, and names Siena College as additional insured. Furthermore, non-college groups shall provide to Siena College an indemnification and hold harmless agreement. These insurance requirements must be on file in the appropriate campus office 10 business days prior to the scheduled event.

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**Holidays and Blackout Weeks**

Generally, special programs and events may not be scheduled during college recognized holidays.

No events may be scheduled the week following commencement, and the week of Orientation.

**Rental of Facilities and Services to Non-College Organizations.**

It is the practice of the College to permit rental of its facilities and services to non-college organizations engaged in appropriate activities, provided these activities do not interfere with the College’s educational mission or daily business practices and that the organization and event complements the mission of Siena College. All requests must be made to the Office of Conference Services who will coordinate the rental of campus facilities and services. Events for non-college organizations will not be confirmed until a fully executed contract is returned to the Office of Conference & Event Services. The
residence halls/townhouses are not available for outside rentals after the first Sunday of August of each year.

FACILITIES FEES

Facility Rental
College organizations are not charged facility rental fees. The College has established facility rental fees for non-college organizations. Actual fees will be based on the requirements of each specific event. Upon confirmation of a reservation, the organization shall provide a 50% deposit of the estimated rental fee. Rental fees and associated costs are reviewed annually to determine cost increase.

College Services
All college and non-college organizations will be assessed appropriate fees for college services such as, but not limited to, room set-up and breakdown, catering, public safety, etc. The cost of services will be established by the appropriate administrative unit and determined by the particular needs of the event.

Damages
Any damage caused to Siena College property will be the responsibility of the sponsoring organization.

Cancellation
Applicable deposits and/or service charges will be billed directly to the event planner if proper cancellation notice is not given. Non-college organizations are subject to the specific terms of their rental contract.

SUMMER USAGE
For the purposes of these policies, summer is defined as the time between commencement and the time first-year students move in. All policies set forth in this document are in effect during the summer. However, the following additional considerations are in effect during the summer.

A. Coordination
The Office of Conference Services and the Scheduling Office will convene an annual meeting in March to prepare a tentative summer facility use calendar for the following summer. The tentative calendar will be distributed to the Cabinet and all Public Safety, Housekeeping, Facilities Management, Housekeeping departments.

B. Scheduling Priorities & Resolution of Conflicts
It is assumed all campus organizations will work together to achieve the goals of the college’s planning priorities. However, in the event a scheduling conflict arises, the
following priority list shall be used by the Scheduling Office in consultation with the Director of Business Affairs to assist in achieving a solution acceptable by all parties.

1. Admissions Summer Programming
2. Academic Summer Sessions & HEOP Pre-Freshman Summer Program (includes instructional and residential needs)
3. Enrollment Management Activities
4. Institutional Advancement Activities
5. Siena Summer Camps (includes “academic” and athletic camps)
6. Mentoring Program
7. Summer Conferences & Outside Rentals

C. Residential Facilities
1. Conference Services in consultation with Residential Life and Facilities Management shall assign residential facilities by January 15 to the following programs: Summer students, HEOP Pre-Freshman Summer Program, overnight camps and summer conferences.
2. In order to ensure efficient use of space, services and minimize room turnover, groups will be clustered based on duration of stay and/or group type.
3. To facilitate the repair and renovation of the College’s residential areas the following restrictions are in place. Residence Halls may only be used from two weeks after commencement to the first Sunday in August. Exceptions to this restriction include summer residents, Alumni Weekend, Athletic Camps and those programs approved by the Cabinet.

D. Construction & Renovation
1) The Assistant Vice President of Facilities Management will communicate updates on work scheduled during the summer, on a regular basis, to an established list of offices or individuals determined by the Office of Conference and Event Services. Any office to be seriously impacted by summer construction and renovation shall receive said updates.

2) As soon as possible the Assistant Vice President of Facilities Management will notify the Office of Conference and Event Services when facilities will be unavailable due to construction and/or renovation. However, the college reserves the right to cancel events and/or reservations due to unexpected construction or renovation projects. Every attempt will be made to accommodate and/or reschedule affected events.
SPECIAL SPACE INFORMATION

St. Mary of the Angels Chapel
1. Saint Mary of the Angels Chapel is a consecrated, Roman Catholic liturgical worship space located in Hines Hall on the Siena College campus. It is the principle worship space of the Roman Catholic faith community at Siena College. The Blessed Sacrament is reserved at all times in the Tabernacle located in the Chapel. As one of the three sacred spaces on the College campus (the other sacred spaces being the Friary Chapel in St. Bernardine of Siena Friary and the Holy Name of Jesus Oratory located off the Atrium in the Sarazen Student Union), use of the Chapel is restricted to Roman Catholic liturgical ceremonies and prayer. The Chapel is available to all individuals who are members of Siena College to use for private prayer, quiet reflection, and silent meditation when the Chapel is not otherwise being used for liturgy or devotional public prayer. As an institution rooted in its Roman Catholic identity and Franciscan tradition, Siena College believes it is inappropriate to host lectures, seminars, or other non-liturgical performances in such a sacred space as the Chapel. Requests for use of the St. Mary of the Angels Chapel are, therefore, restricted to the needs and liturgical schedule of the Office of the College Chaplain at Siena College.

2. The appropriateness of scheduling a non-Chaplain’s Office Roman Catholic liturgy in St. Mary of the Angels Chapel or use of the Chaplain’s Office Lobby, outside patio, and/or St. Francis Room, whether from within or outside the College, will be determined solely by the College Chaplain who will inform the group requesting use.

Serra Manor
33 Fiddler’s House located on the north side of our campus consists of greeting and reception space for the exclusive use of the President/Vice Presidents and provides some limited office space which will be assigned to Development and External Affairs. 33 Fiddlers is to be considered a private home and is not available for use of the campus community.
**Snyder Residence Hall**
**Massry Commons (while school is in session)**
- No events will be scheduled that interfere with regular dinner operations (Serving Schedule: Sunday – Thursday 4:30pm – 8pm)
- During regular dinner operations, smaller events (Floor dinners, academic events,) surrounding a meal may be accommodated, through catering, by scheduling the West Room or rooms 159 – 161 in the New Hall. The Massry Commons may be sectioned for a small event only if that event ends by 5pm.
- The Massry Commons is available to schedule on Friday and Saturday and during the rest of the week prior to 3pm (take down for special set ups must be complete before 4:30pm)

**Snyder Lobby**
- No events should be held in the lobby of the New Hall. A welcome and/or refreshment table may be scheduled to welcome event participants and or provide light refreshments during breaks only if the meeting rooms have been scheduled.

**Snyder Rooms 159 – 161**
- Rooms may be scheduled for multiple purposes similar to SSU 241 – 243

**Snyder Garden Level Classroom**
- The space is available for class use during the day from 8am – 4pm, not designated as a classroom space in Banner to accommodate multi use.