

Siena College

Conference Services & Outside Rental Policy

Office of Conference Services: Trustco Bank Center, Room 116

Office Hours: Normal College Business Hours

Academic Year 8:30 – 4:30

Summer 8:00 – 4:15 M-Th

8:00 – 12:00 F

Telephone: Office 518-783-2580

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. These types of activity are commonly referred to as an "Outside Rental" or Summer Conference". All requests by external parties to utilize campus facilities, with the exception of the Alumni Recreation Center/Marcelle Athletic Complex, are to be directed to the Office of Conference Services. Groups interested in utilizing the Alumni Recreation Center/Marcelle Athletic Complex should contact the Assistant Director of Athletics 518-782-6454

Definition of events that are subject to Conference Service Policies

Co-Sponsored External Event for Campus Community and/or External Guests

- Event is presented by Siena entity (academic department, division or student organization) and non-Siena entity (professional organization that directly relates to Siena community) for Siena students, faculty, staff and/or external guests (examples include: academic programs, conferences, annual meetings and retreats). The non-Siena entity controls the logistics of event.
- Attendees consist of Siena students, faculty or staff and/or external guests

External Event for Campus Community and/or External Guests

- Event is presented by non-Siena entity with no affiliation with any Siena department or office for Siena students, faculty, staff and/or external guests (examples include: corporate meetings and events, seminars, conferences, continuing education programs, lectures, expos, non-Siena athletic events)
- Attendees consist of Siena students, faculty or staff and/or external guests
- Admission may or may not be charged

General Protocols

All external groups utilizing Siena facilities are subject to the Facility Use Policy.

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, cocktail parties scheduled by individuals associated and non-associated with the College.

Contract or Facility License Agreement are required for all types of events

A fully executed contract/facility license agreement must be on file prior to confirmation of facilities use being provided by the external party. The Contract Administrator's Office is responsible for the negotiation of the contract, with the negotiation be facilitated by the Office of Conference Services.

Insurance Requirements

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.

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.

SCHEDULING PROCEDURE

The scheduling of college facilities, with the exception of the Alumni Recreation Center/Marcelle Athletic Facility is coordinated by the Office of Conference Services.

Reservations

Events must be scheduled at least five business days prior to the scheduled event, but not more than 1 year in advance.

At the time a request is made the following information must be provided: event name and title, sponsoring organization, contact name and phone number, expected

attendance, event start time and date, event end time and date, and a list of all resources needed.

Adjustments and Cancellations

- 1) Any change requests made after the event has been confirmed cannot be guaranteed unless they are provided by the deadlines as outlined.
- 2) Cancellation of confirmed events must be made in accordance with the contract/facilities license agreement.

Safety and Security

Event planners must coordinate all security needs for their scheduled event with the Conference Services Office and the Director of Public Safety. The final decision for security needs is at the discretion of the Director of Public Safety.

When Public Safety needs can be met through the use of regularly assigned personnel, there will be no additional charge to the organization. If an event requires personnel/equipment resources beyond the routine scheduled shift, Public Safety, the Event Planner and Scheduling Office will coordinate additional resources requires. The additional costs associated with the expanded Public Safety resources will charged to the Conference/Event.

Outside organizations are not authorized to utilize outside security companies without permission and coordination from the Director of Public Safety or designee.

Facilities Management

Facilities Management services include the following: room setup (seating, tables, staging, etc.), electrical, housekeeping, sound system and grounds requests.

Arrangements for all Facilities Management services must be finalized with the Assistant Director of Conference Services at least five business days prior to the event to ensure accommodation. Late requests may not be accommodated and requests made less than 3 business days prior to event will not be supported.

Events requiring support in “off-hours” could be subject to overtime rates. Also, full scale or large event venues could incur overtime rates due to their size, complexity and requirements

For events requiring extensive set up and breakdown, the Assistant Director of Conference Services, and the Conference/Event Coordinator will consult with

Facilities Management and other stakeholders (i.e. Dining Services) to determine if the event can take place in the requested space, at the requested time.

Technology Requests

Audio/Visual and Technology Requests

Requests for audio/visual and technology equipment must be made through Conference Services at the time the event is confirmed (at least five business days prior to the event).

Telephone and Computer Requests

Requests for telephone and computer related needs must be made through the Conference Services at the time the event is confirmed at least 15 business days prior to the event.

Dining Services

The college's contracted food service provider, AVI Fresh has the exclusive right to provide food and beverage service on campus.

Upon confirmation of the scheduled event, at least five days prior to the event-check, Conference Services shall contact the AVI Fresh Catering Services Office to arrange for the event planner and Catering Director to meet to discuss catering needs. Please refer to SienaFresh.catertrax.com for more details.

FEES

Facility Rental

The College has established facility rental fees for each event venue to be used as a guideline for planning purposes. 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.

College Services

Additional fees for college services such as, but not limited to, room set-up and breakdown, catering, public safety, etc. may also be charged in addition to the facility rental. 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.

A. *Cancellation*

Organizations are subject to the specific terms of their contract/facilities license agreement.

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.

The Grotto

Permission for use of the Grotto by groups from within or outside the College will be determined solely by the College Chaplain.

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 outside 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. During regular dinner operations, smaller events (Floor dinners, academic events,) surrounding a meal may be accommodated, through catering, by scheduling The Norm or rooms 159 – 161 in Snyder 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 Hall Lobby

- No events should be held in the lobby of Snyder 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 Hall Rooms 159 – 161

- Rooms may be scheduled for multiple purposes similar to SSU 241 – 243

Snyder Hall 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.