



## Conference & Event Services

### Summer Guest Guide

**Welcome to Siena College!** The Office of Conference & Event Services welcomes you to Loudonville, New York and to the Capital Region. We hope you have a pleasant and productive experience on our campus. We would like to provide you with the information enclosed in this guest guide so that you are aware of the many resources and services at the College, as well as the guidelines which govern our institution.

### **About Siena College**

Founded in 1937, Siena College is a private, Catholic Franciscan, residential, liberal arts college with a student body of about 3,000. Siena College offers 30 degree programs, 45 minors and certificate programs, and professional curricula in teacher preparation/education, pre-medical, pre-law, and social work. The college is organized into three colleges-Liberal Arts, Business and Science. Admission to the College is competitive. Twenty-seven percent of the Class of 2013 was ranked in top ten percent of their high school class.

Located in Loudonville, N.Y., the 174-acre, park-like campus is two miles from Albany, the capital of New York State. Excellent facilities include comfortable residence halls, 24-hour computer labs, Standish Library, state-of-the-art Hickey Financial Technology Center, a newly-renovated dining hall and Morrell Science Center.

An ideal student-to-faculty ratio of 14-to-1, an average class size of 21, rigorous academics, Division I athletics, intramural sports, and widespread service and advocacy experiences nurture each student's personal growth and potential for extraordinary achievement. A broad perspective and career preparation is emphasized through internships, study programs and student activities.

**The Office of Conference & Event Services** offers services designed to enhance each conference experience, to provide a convenient and comfortable event environment, and to promote the College as a unique and exciting venue. We host conferences, camps, meetings, professional development programs, retreats, and many other events.

Conference & Event Services staff members will work with conference coordinators to plan and execute the many elements of each conference event, and to centralize all conference needs regarding housing, dining, meeting space, and facilities requests

## **College Mission**

Siena College is a learning community advancing the ideals of a liberal arts education, rooted in its identity as a Franciscan and Catholic institution.

As a learning community, Siena is committed to a student-centered education emphasizing dynamic faculty-student interaction. Through a blending of liberal arts and professional education, Siena College provides experiences and courses of study instilling the values and knowledge to lead a compassionate, reflective, and productive life of service and leadership.

As a liberal arts college, Siena fosters the rigorous intellectual development of its students through a healthy exchange of ideas both inside and outside the classroom. It provides opportunities to develop critical and creative thinking; to make reasoned and informed judgments; to appreciate cultural diversity; to deepen aesthetic sensibility and to enhance written and oral communication skills. It develops in each individual an appreciation for the richness of exploring knowledge from a variety of perspectives and disciplines.

As a Franciscan community, Siena strives to embody the vision and values of St. Francis of Assisi: faith in a personal and provident God, reverence for all creation, affirmation of the unique worth of each person, delight in diversity, appreciation for beauty, service with the poor and marginalized, a community where members work together in friendship and respect, and commitment to building a world that is more just, peaceable, and humane.

As a Catholic college, Siena seeks to advance not only the intellectual growth of its students, but their spiritual, religious and ethical formation as well. To this end, Siena is composed of and in dialogue with people from different religious and cultural traditions; fosters a critical appreciation of the Catholic intellectual heritage in conversation with contemporary experience; provides ample opportunities for worship and service; explores the moral dimensions of decision-making in business and the professions; and affirms the dignity of the individual while pursuing the common good.

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**Air Conditioning:** Central air conditioning is available in Padua Hall, the New Residence Hall and in the Townhouses. A/C is offered in these areas based on climate-controlled systems that maintain a temperature range. The Facilities Management department oversees temperature ranges for air conditioning in campus buildings and facilities, and will determine a standard temperature setting. Please make sure that all windows are closed when the air conditioning is on. Questions/concerns about air conditioning functions can be directed to the Office of Conference & Event Services.

**Alcohol Policy:** All campus guests must abide by the College's Alcohol policy guidelines as outlined in the Siena Life handbook. (The *Siena Life Student Handbook* is a resource and reference guide to College operations, policies, guidelines, terms, conditions and regulations.)

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 events. 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 Campus Programs, 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.

**Smoking Policy:** Siena College wishes to promote a safe, healthy and welcoming environment for all students, faculty, staff and visitors. All residence halls and townhouses have been classified as smoke-free living communities in the interests of safety and health. Therefore, smoking (the burning or carrying of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco) is prohibited in all campus buildings. Out of respect for

others, a minimum distance of 25 feet from ALL residence hall building entrances and student room windows must be maintained when smoking outside.

**Athletic Facilities/Fitness Center:** Guests may use the campus athletic center- the Marcelle Athletic Complex (MAC) with a valid Saint Card. Conference coordinators should indicate the need for access to the MAC when they outline conference plans and logistics with Conference & Event Services staff. There are tennis, basketball and racquetball courts, cardio and weight equipment, and other athletic facilities at the recreation center. Availability of the courts, machines and fields depends on the Athletics calendar and schedule; reservations for group athletic events must go through the MAC staff personnel.

**MAC Hours of Operation:**

Summer Hours ( May-September)

Monday-Friday- 7:00 am - 7:00 pm

Saturday - Closed

Sunday - Closed

Holiday and Semester Break - 7:00 am - 7:00 pm

The weight room closes 1/2 hour before building closure.

**ATM Machines:** There are two ATM machines located on campus: one on the second floor of the Sarazen Student Union in the Del Grosso Marketplace hallway (by the Pepsi Café). The other ATM machine is located in the MacClosky Commons building (in the townhouse residential area). Both machines are currently owned and operated by Key Bank, and accessible whenever the buildings are open.

**Bookstore:** The Siena College Campus Follett Bookstore operates the following hours:

Monday – Thursday: 8:00 a.m. – 6:30 p.m.

Friday: 8:00 a.m. – 4:00 p.m.

Saturday: 11:00 a.m. – 3:00 p.m.

Sunday: Closed

**Campus Contact Information:** the following are important campus phone numbers for guests.

The Office of Conference & Event Services.....518.782.6973

Public Safety, non-emergency number.....518.783.2376

Public Safety, emergency number.....518.783.2999

**Chapel/Churches:** St. Mary of the Angel’s Chapel is located on campus and conducts mass in the Roman Catholic tradition. For mass schedules, please call the Chaplain’s Office at 518-783-2332. For a listing of local ecumenical resources please see the “Area Resource Guide”. There is an additional chapel in the Sarazen Student Union - the Chapel of the Holy Name, which is open whenever the building is open. Specific reservations of the Chapel of the Holy Name need to be reviewed and approved by the Chaplain’s Office.

**Check In/Check Out Procedures:** Check-in time is determined by the needs of the group. Each conference participant (requiring housing) will receive a key and Saint Card upon check in, and will need to sign for these items. Keys will provide access to assigned residence hall room; Saint Card will provide access to assigned residential building. Housing check-out time is by 11AM unless arranged otherwise with the Office of Conference & Event Services. Groups are responsible for returning all keys and cards issued to them. Group participants should check with their specific conference coordinator to find out their group's specific plan to turn in keys/cards.

**Computer/Internet Access:** FRANet is Siena's residential computer network, which provides Internet access to individuals in residence halls. SienaAir is the wireless network service throughout the campus. Each residence hall room has an individual Internet port per occupant. Conference guests will be able to access the campus internet network by utilizing the conference group access account and password. (Conference coordinators need to specifically request this account set up prior to the conference).

**Copying/Print Services:** Conference guests can utilize the copy machine located in the Office of Conference & Event Services (Sarazen Student Union 244). There will be a copy charge of \$0.05/copy. Guests can access printing through the guest log in account. Printed documents will be tracked and tabulated through the guest account, and the conference group will be billed (\$0.02/page) after the conference event.

**Dining Services/Facilities:** Dining Services provides dining hall buffet (line service) meals. During the summer, **Serra Hall** provides weekly meals: breakfast by request, lunch and dinner (no dinner on Fridays), no meals during the weekend (unless previously arranged with Dining Services by the conference group).

**Serra Hall Summer Hours:** Breakfast (by request): TBD by request  
Lunch: 11:30AM-1:30PM  
Dinner: 4:00PM-6:00PM

**Disorderly Conduct:** Disorderly conduct will not be permitted and is defined as action that annoys, disturbs, interferes with or offends others, regardless of the intent of the doer.

**Emergency Phones:** There are 30 emergency call boxes located throughout the College campus. The call boxes allow the College to receive emergency calls from individuals at the call box as well as to send out audible emergency messages to the community. Each call box is equipped with a yellow strobe light and siren/speaker. The siren and strobe will activate followed by a message alerting the campus to an emergency and what action should be taken by the listener. Individuals can also contact Public Safety for an escort or to report a concern.

**Federal/State Law:** Siena College prohibits the violation of Federal and State Law on its campus.

**Furnishings:** Room and apartment furniture, furnishings, linens, etc. cannot be removed from a room or apartment. Furniture may not be removed from common areas and placed in a room or apartment.

**Housekeeping:** Housekeeping staff will not be entering your room during your stay to clean your room. Personal trash must be deposited into the appropriate bins in each building's designated trash rooms (as labeled in each residence hall/residential area). Do not leave trash in hallways or lobbies.

#### **Information Technology Help Desk**

Hines Hall, room 101

518-786-5000

Hours of Operation

Walk-ins: Mon. – Fri., 8:30 a.m. – 5:00 p.m.

**Keys:** There is a \$75.00 fee for a lost key due to the costs associated with a required lock change and key production.

**Laundry:** Laundry machines are located in every residential building. Use of the laundry machines is free for conference guests; costs are already incorporated into the conference room fees.

**Library:** The J. Spencer & Patricia Standish Library is available for study to guests, but books may only be taken out by Siena College students, faculty and staff. A Saint Card is necessary for admission. Hours of operation when summer classes are in session typically are: Monday-Thursday, 8:30AM-9:00PM, Friday-8:30AM-2:00PM, Saturday & Sunday, Closed. For a full schedule of hours please call 518-782-6717.

**Linens:** An adequate supply of bed linens and towels will be in the room upon arrival for those with linen provided in their housing accommodations and facilities leasing contract. There is no scheduled linen or towel exchange during your stay, unless a linen change is specifically requested (at an additional fee).

**Mail Services/Post Office:** There is a United States Post Office located on the second floor of the Sarazen Student Union. The Mailroom service window is open:

Monday through Friday: 8:30am to 4pm

Closed from: 1pm to 1:30pm

Saturday: 8:30am to 11:30am

Sunday: Closed

**Maps:** Campus map displays are strategically located at various points on campus. Copies of campus maps can be obtained from the Office of Conference & Event Services. A map is also



printed at the end of this guest guide and on our website  
<http://www.siena.edu/pages/5350.asp>.

**Medical Care:** Emergency medical care and ambulance services can be contact through Siena College Public Safety. Area hospitals include: Albany Medical Center Hospital (43 New Scotland Avenue, Albany, 518-262-3125), Albany Memorial Hospital (600 Northern Boulevard Albany, 518-471-3260), St. Peter’s Hospital (315 South Manning Boulevard, Albany, 518-525-1550). The Health Services office is restricted to Siena College students, faculty, staff and administration only. There is an Urgent Care Center: CTP Newton Medical, located in Newton Plaza (588 New Loudon Road, Latham, NY, 518-785-2662), less than a mile from campus.

Campus Emergency Numbers:

Office of Public Safety: 518-783-2376

Emergency number: 911 (from campus phone)/ 518-783-2999 (off campus phone or cell phone)

**Parking:** Parking is free for conference guests staying seven days or less. Conference guests will be expected to provide vehicle information to the Department of Public Safety and will be issued a temporary parking permit for the length of their stay. Conference groups will be assigned a specific lot to park in by the Office of Conference & Event Services & Public Safety. Please park in authorized spaces only; do not park in fire/emergency lanes.

**Pets:** Pets are not permitted in the residence halls/townhouses.

**Room Entry:** *Authorized College personnel have the right of access to guest rooms to respond to health, safety, or maintenance emergencies, violations of College policies or to complete facilities work orders.*

**Recycling:** Siena College is committed to preserving its environment through recycling. Each year, Siena expands single-stream recycling. Students are expected to support recycling initiatives in their residence hall or townhouse by utilizing the recycling bin/single-stream recycling and/or the Siena College active recycling apparatus (SARA) located in each hall. Recycling saves energy, natural resources and landfill space. The Town of Colonie, where Siena is located, requires recycling. Please make sure all glass, tin and aluminum items are empty and rinsed clean.

**SAINT Card:** The Saint Card you receive upon check-in can be used to gain access to your residence hall. Touch the Saint Card to the card proximity reader located by the exterior doors of each entrance way. (Saint Cards for conference guests will only work at the main entrance of each building- handicap entryway access will not be available unless requested for appropriate needs).

**Sarazen Student Union (SSU):** The Sarazen Student Union provides a central location for many student services, including the Post Office, SAINT Card Office, and the Bookstore. Sodexo Dining Services (operates two food options in the building during the academic year), and there is a

Key Bank ATM accessible whenever the building is open. Sarazen is also home to Student Affairs, Conference & Event Services, Residential Life, Campus Programs and the Damietta Cross-Cultural Center. Offices within the SSU are open the following hours during the summer: Monday-Thursday, 8:00AM-4:15PM & Friday, 8:00AM-Noon. Requests to utilize the building lounges/rooms outside of summer building hours should be made through the Office of Conference & Event Services.

**Sprinklers/Fire Safety Equipment:** Hanging [items] from or leaning on the sprinkler system piping and/or tampering with any fire safety equipment is strictly prohibited.

**Telephones:** Landline telephone service is no longer provided in College residence hall rooms or townhouses.

**Transportation:** Siena College does not provide transportation to or from airports, bus or train stations or other locations. Conference guests can utilize the following transportation options: **Capital District Transportation Authority (CDTA)** bus #29, which picks up right in front of Siena College, to New York State's capital of Albany. The bus costs \$1.25 and picks up every hour. The bus will stop in front of the campus (on Route 9) – see the CDTA schedule for times at <http://www.cdfa.org/schedules.php> or call the Customer Info Center at 518-482-8822.

**Greyhound Bus and Adirondack Trailways** express and local buses are available for/serve most of New York State. Contact the Albany Bus Terminal at 518-434-8095 for current information. (Adirondack Trailways-518-436-9651 & Greyhound Bus 1-800-231-2222). **Albany International Airport (ALB)** is located approximately 5 miles from Siena College and offers service from 10 airlines. There is scheduled commuter service from all three New York airports (Kennedy, La Guardia, and Newark) and Boston. Flying time from Boston or New York is approximately 45 minutes. **Amtrak** services also serve the Capital Region via its terminal (Albany/Troy) in Rensselaer (located directly across from the Hudson River), eight miles from campus. The phone number for Amtrak is 1-800-872-7245. There are various **cab companies** that serve the Capital Region area: Capitaland Taxi: 518-242-4222, Duffy's Taxi Inc.: 518-433-8400, Yellow Cab: 518-434-2222. Please refer to our "Area Resource Guide" available from the Office of Conference & Event Services for more in-depth information regarding transportation options in the Capital Region.

**Trash Policies:** Littering the campus and improper disposal of trash shows disrespect for the College and fellow students and increases maintenance costs. As such, littering is prohibited. Conference guests are responsible for taking their trash to the appropriate trash room/bin for that residential building/area (this excludes trash bins located in public bathrooms). Occupants are expected to support recycling initiatives in the residence halls or townhouse by utilizing the recycling bin/single-stream recycling and/or the Siena College active recycling apparatus (SARA) located in each hall.

**Vending Machines:** There are cash/coin operated vending machines located in the lobbies of most residence halls as well as other locations throughout campus including the Sarazen Student Union, and classroom buildings (Roger Bacon Hall, Siena Hall, Kiernan Hall & Foy Hall).

## Terms & Conditions of Occupancy of Siena College Facilities

- 1.) Occupants and occupant groups are responsible for the care and condition of the assigned meeting facilities and residences covered by this agreement, including but not limited to, equipment, walls, floors, carpets, furniture, etc. Facilities must be left in the same move-in condition upon departure. The occupant or occupant group agrees to pay the cost of repairs for any damages and the cost of any extraordinary cleaning or furniture moving needed to return the residence or other meeting facilities to its move-in condition. The need for and the costs of such are within the sole discretion of the College.
- 2.) The College reserves the right to enter rooms without prior permission from occupants if it has reason to suspect that an emergency situation exists, or that violations of College policy are occurring (or may have occurred), to locate persons or missing property, to conduct non-invasive maintenance activity, and to do non-invasive health, safety and maintenance checks and repairs. After knocking and waiting a reasonable period of time, a College staff member may make entry at this time. If an occupant is not present when entry is made, a note may be left indicating the person or persons entering and reasons for doing so.
- 3.) Except to the extent resulting from the gross negligence or intentional misconduct of the College, its employees, or agents, as applicable, provided that with respect to employees, and agents, such individuals are acting within the scope of their employment or agency, as applicable, the College is not responsible or liable for the loss of, or damage to, any property of the occupant/group, or for personal injuries sustained by the occupant while in or resulting from occupancy of a residence or other College facility. The College requires that conference groups carry appropriate insurance (as outlined in the insurance guidelines included with the contract materials).
- 4.) The College does not permit the use of its facilities for any commercial purposes.
- 5.) All animals, except animals trained to aid people with disabilities, are prohibited in all campus buildings.
- 6.) No personal heating, air-conditioning or cooking apparatus shall be allowed in College facilities. Portable box fans are permitted.
- 7.) All occupants and their guests must abide by applicable College policies, New York state laws, and Federal laws including, but not limited to those dealing with fire safety, alcoholic beverages, narcotics, drugs, and weapons. In particular, occupants must abide by the College's Code of Conduct and Residential Living policies as set out *Siena Life*, the Student Handbook (<http://www.siena.edu/pages/632.asp>) and any other policies specific to the program in which they are participating.
- 8.) Occupants are responsible for the proper disposal of waste. The College views littering or improper disposal of trash as disrespectful towards the entire campus community, therefore littering is prohibited. All occupants are responsible for taking trash to designated trash rooms for that residential building/area (this excludes trash bins located in public bathrooms).
- 9.) Siena College is committed to preserving its environment through recycling. Occupants are expected to support recycling initiatives in the residence hall/area by utilizing the recycling bin/single-stream recycling and/or the Siena College active recycling apparatus (SARA) located in each hall. The Town of Colonie, where Siena is located, requires recycling.
- 10.) Smoking is prohibited in all indoor areas of the College and in College-owned vehicles. All residence halls and townhouses have been classified as smoke-free living communities in the interests of safety and health. Out of respect for others, a minimum distance of 25 feet from ALL residence hall entrances and student room windows must be maintained when smoking outside. **Burning fires anywhere on campus is also prohibited.**
- 11.) It is understood that use of campus housing and conference facilities will occur at the same time other College guest groups are present, and that any guest activity must not disturb others anywhere on campus. Youth under the age of 18 must be supervised at all times and will require chaperone presence. 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.

- 12.) Occupants are responsible for using their Saint Card and key in a manner that does not jeopardize the safety or security of individuals or property. **A lost key should be reported immediately to the Office of Conference & Event Services.** There is a \$75.00 fee for a lost key due to the costs associated with a required lock change and key production. Saint Cards need to be returned at the end of your stay- there is a \$20.00 replacement fee if a card is lost during your stay/ or if a replacement card needs to be issued.
- 13.) Male and female occupants could be housed on the same floor of a residence hall/area but will be provided separate sleeping accommodations and bathroom facilities. Shared rooms or apartments are reserved for married couples or occupants of the same sex.
- 14.) Individuals staying in a residence for one or more nights must be registered and paying guests.
- 15.) The College will provide staff on duty via the Department of Public Safety, who can be contacted for assistance or emergencies. Public Safety phone # 518-783-2376.
- 16.) This License Agreement shall not be deemed to constitute a lease or to create or transfer an interest in or lien on real estate. Subject to the terms of the License Agreement, the College may revoke the license of any occupant that the College considers disruptive or otherwise consider detrimental to the residence population or College community. Subject to the College's right of revocation, the occupant agrees that this agreement shall remain in force for the full term of occupancy.
- 17.) Any occupant incident where there is physical threat or destructive action may result in removal or reassignment of involved occupant(s) per the College's discretion. An occupant who is removed from College housing must remove all belongings, return the key and Saint Card, and vacate within 24 hours of action. If the occupant fails to vacate within 24 hours, the College may take possession of the assigned space, remove and dispose of the occupant's belongings at the occupant's risk and expense, change the locks to the premises, and charge all costs associated with this change to the occupant. An escort will accompany the dismissed occupant if necessitated by his/her conduct.
- 18.) The College reserves the right:
  - a. To levy and collect charges for damages to, unauthorized use of, or alterations to residences, equipment or buildings, and for extraordinary cleaning necessitated by improper use of its facilities;
  - b. To reassign occupants to other accommodations on campus;
  - c. To bar any occupant from the campus and the residences if, in the sole judgment of the College, the individual's conduct is injurious or potentially injurious to the College, or members of the College community or guests;
  - d. To retain any payment made by, or on behalf of, any occupant barred from the campus or residences;
  - e. To terminate the reservation of any occupant or occupant group if, in the sole judgment of the College, unforeseen events make it inadvisable or illegal or impossible to provide the required facilities;
- 19.) The College shall not be held liable for any delays or failures to provide rooms, meeting space or other facilities fit for occupancy of any other delays or failures in performance, in whole or in part, if such delay or nonperformance is due, directly or indirectly (e.g., through the prior or concurrent displacement and need for rescheduling of academic, research or administrative functions) to any cause beyond Licensor's reasonable control, including, but not limited to, destruction of or damage to such space, acts of God, war, riot, terrorism, civil disturbance, fire, floods, environmental calamity or risk, inclement weather; restriction upon travel, food, beverages or supplies; strikes, lock-outs, labor disputes, pandemics, epidemics or other outbreaks of diseases or other infections, failures in public supply of electricity, heating, lighting, air conditioning or public telecommunications equipment, or other such events, disturbances or conditions.