



Facility Use Policy

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Administration & Finance

June 3, 2020

Spring 2023

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Ontario County departments that use FLCC facilities for governmental functions will not be charged rental fees or be required to provide an insurance certificate; all

Anyone who wishes to have the College sponsor an event(s) that is not primarily for the benefit of students and employees and designed largely for an external audience must make a request in writing to the Community Affairs Office 60 days in advance of the event(s) and receive approval before booking any rooms. The Community Affairs Office will make sure all required information has been provided and turn the request over to the chief advancement officer and the vice president of administration and finance for a determination on whether the event(s) warrants a discount or exemption from fees within 30 days of the event(s) based on its relevance to the academic mission and key community partnerships. The terms of the sponsorship will be put in writing and agreed upon by the College and external user.

Any external group that pays for accommodations in the Suites at Laker Landing may use College facilities provided such uses do not conflict with the College's educational programs. The FLCC Association will oversee College facility use in such cases by booking the rooms utilizing the facilities management system.

External groups using the Suites will not be charged for any FLCC facility use required for adherence to an educational mission as determined by the executive director of the FLCC Association. Any use of College facilities above the minimal requirements or for the profit of the external group will be subject to fees at a discount as determined by the vice president of administration and finance.

The Athletics Department will oversee use of athletic facilities by external groups in accordance with an established fee schedule, with funds returned to the athletics budget. Requests must be made a minimum of 60 days in advance with exceptions for weather conditions at the discretion of the athletic director. External users must agree in writing to abide by athletic facility rules and provide proof of specific types and amounts of liability insurance. Provided the request can be filled and upon receipt of a sigays P

campus facilities and charges for staff services will be made in accordance with the approved fee schedule.

For events quoted at more than \$2,000, a deposit of 50 percent of the rental fee is due two weeks before the event(s). DTT 023 (. Tw 90 0 5236 0.8 1.353 (a)-3.2 0 Td(t)-6Tw 0.180 Td(m)-1.3 (o)2 (r)5.2 (e)2 (t)2 (h)7.3 (a)4 (n)7.3 (-)-1

