

Event Management and Facilities Rental – Internal Clients

Policy FA001

Volume 6, Facilities

Responsible Administrator: Chief of Staff, Office of the President

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 policy comprises FIT's policies for internal and co-sponsored events. For external and hosted events policies, see "Event Management and Facilities Rental – External 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

- Administrators, faculty, or staff who have requested or wish to request the use of FIT facilities for an event;
- Any internal clients of FIT facilities, including administrators, faculty, staff, and students;
- 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.
 - **Internal Events** are activities organized and run by administrators, faculty, staff, students, and offices/departments that are planned primarily for members of the FIT community and/or the benefit of the college. These include, but are not limited to, recreational activities, student programming activities, faculty and staff development, open houses, recruitment events, guest lecturer events, and activities attended by student clubs or organizations, administrators, faculty, or staff.
 - **Co-Sponsored Events** are internal events that involve two entities: an FIT entity (academic department or administrative unit, etc.) and an outside organization. Co-sponsorship is a means by which an officially recognized member of, or group within, the FIT community partners with an external group or organization to hold an event. Such events must be approved by the Office of Event Management and Facilities Rental. Co-sponsorship is appropriate when there is a clear connection with, or a contribution to, FIT. It is intended that the educational mission of co-sponsoring FIT entities will be enhanced by the event. Co-sponsored events must be open to FIT administrators, faculty, staff, and/or students and their expected participation must exceed 51% of total attendance. Events that do not meet the criteria for co-sponsorship are considered to be hosted events (please refer to FIT's policy for external clients).
 - **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.
- **Co-Sponsor:** an outside organization that partners with an internal event client to use FIT's facilities to hold an event. The co-sponsor must designate a single individual to represent it in all matters associated with the event. The event must meet FIT's criteria for co-sponsorship, otherwise the outside organization will be considered to be an External Event Client.
- **Facilities:** includes all buildings, land, and physical property of FIT.
- **FIT Community:** currently enrolled students, currently employed faculty, staff, and administrators.
- **Internal Event Client:** a member of FIT's community or entity comprised of FIT community members that requests the use of FIT's facilities to hold an event. If it is a club, organization, or department, the internal event client must designate a single individual to represent it in all matters associated with the event. Students may not act in the role of designee – faculty

advisors or Student Life program coordinators must act as the internal event client on the behalf of students and student clubs/organizations.

- **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
 - The following rooms are scheduled in conjunction with the Registrar's Office:
 - D211
 - D253
 - Classrooms
 - The following locations are not available unless specifically approved by the FIT President or designee:
 - Robert Lagary Board Room
 - Bruce and Rita Roberts Room
 - Student Lounges
 - Gymnasiums
 - Student Dining Hall
 - Lobbies
- **External Events**
 - **Space Reservation**

A space reservation is confirmation of space use that has been entered into FIT's reservation system. Internal event clients must receive a valid space reservation from FIT's Office of Event Management and Facilities Rental in order to hold an event at FIT.

- **Co-Sponsor Agreement**

If the event is co-sponsored, FIT will enter into a written agreement with each event co-sponsor that authorizes use of designated facilities for a defined period of time and that requires the co-sponsor 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;
- 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**

- Internal event clients and co-sponsors must not use nor attempt to use any part of FIT's facilities for any purpose other than the purpose requested via the internal event client's reservation.
- Internal event clients and co-sponsors must not use nor 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.
- Internal event clients and co-sponsors 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).
- Internal 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's equipment.
- FIT reserves the right to determine the level of public safety officer support required for any event.

- **Application of Space-Usage Fees**

FIT community members may not reserve space for outside organizations or present them as co-sponsors in order to provide outside organizations with access to FIT facilities while avoiding space usage fees. By definition, an event organized by a member

of FIT's community with an external entity for an external audience is defined as a "Hosted Event" and is subject to space-usage fees (please refer to FIT's policy for external clients).

- **Protection of FIT Facilities**

- Internal event clients and co-sponsors 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.
- For all internal events other than student events, signs, advertisements, show bills, posters, cards, or flyers must not be posted on the premises without the prior approval of Office of Event Management and Facilities Rental. For all student events, signs, advertisements, show bills, posters, cards, or flyers must receive the approval of the Department of Student Life and may only be posted on approved bulletin boards (see Campus Posting policy).
- Food and beverages are not allowed in the Haft Theater, Katie Murphy Amphitheatre, gymnasiums, and lobbies.

- **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 audiovisual 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 the FIT 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 public safety, custodians, technical staff, and catering services must be used for all events, unless prior written approval is secured.
- The Haft Theater and Katie Murphy Amphitheatre require FIT Media and Technology Event Services and lighting technicians for all events.
- **Advertising and Promotion**
 - Co-sponsors may use the name and address of the college as the location of the event in its event communications. Co-sponsors 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 co-sponsor use language that could reasonably be understood to suggest that FIT endorses the co-sponsor or the event. Further, in no case shall the co-sponsor use language that suggests that FIT is the producer of the event.
- **Insurance**
Co-sponsors 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

- **Internal Event Client**

The Internal Event Client is required to provide the name of 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 the Office of Event Management and Facilities Rental, including completing all necessary documents and communicating all required services and resources;
- Controlling access to any public-assembly area, including, but is not limited to, reviewing and monitoring distribution of admissions 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 the Office of Event Management and Facilities Rental, 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.

- **Co-Sponsors**

Co-Sponsors are required to comply with all FIT regulations and policies in regard to use of FIT's facilities for events. Co-sponsors will be required to execute a cosponsor agreement with FIT in order to co-sponsor an event at FIT.

- **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 internal event 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 event requirements/obligations;
 - Ensuring that clients of facilities adhere to college policies;
 - Reviewing and approving event floor plans;
 - Directing and providing real-time supervision of events;
 - Complying with public assembly and fire-safety procedures;
 - Providing each college department, administrative office, or organization that proposes to use FIT public-assembly areas with approved policy and procedure information;
 - Maintaining a written list of public assembly events scheduled to take place on the FIT campus;
 - Ensuring that internal event clients and co-sponsors control unauthorized access to a public-assembly area by issuing limited numbers of admission tickets, maintaining guest lists, assigning personnel to oversee admittance, etc., as required;
 - Notifying both the Executive Director of Facilities and the Director of Environmental Health and Safety about need for applicable variances; and
 - Performing pre-event and post-event inspections.
- **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

- **Office of Event Management and Facilities Rental**
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