Policy Statement/Background:

While Stony Brook University facilities and grounds (collectively “facilities”) are primarily dedicated to academic, student life and administrative functions, broader use of campus facilities is encouraged to provide our community an array of opportunities to learn, connect, grow, and explore. The purpose of this policy is to help our community understand the rules and expectations for use of campus facilities for Events and Activities (defined below). This policy does not address the following: use of facilities for academic or research purposes (e.g., scheduling courses for the semester and use of R&D or incubator spaces), scheduling internal department meetings, Events and Activities at Stony Brook University Hospital, and public assemblies or spontaneous expressive activities.¹

Policy:

The University encourages the use of campus facilities for Events and Activities in a manner that is consistent with the University’s mission, values, and priorities, and regulates their use in a content/viewpoint neutral manner. Events and Activities may not interfere with scheduled academic classes or substantially disrupt University operations. Individuals/organizations seeking to use campus facilities for Events and Activities must submit their proposed plans to the University for evaluation and approval.

¹ The University’s Public Assembly Policy is available at this link: https://www.stonybrook.edu/policy/_pdf/public_assembly_policy.pdf
All Events and Activities must adhere to the following:

- **Risk Assessment:** All proposed Events and Activities will be reviewed by designated areas to assess risk level and must consider plans/strategies to mitigate risks. Inclusion of any of the following at an event or activity presents an enhanced level of risk and will require additional planning. This list is not exhaustive and the University reserves the right to request additional information should proposed plans require additional scrutiny:
  - Presence of Minors
  - Requests to Serve Alcohol
  - External/Off-Campus Catering
  - Guest Housing
  - International Guests
  - Large Scale/Complex Events
  - Use of Drones

- **Costs:** The University must be reimbursed for all costs incurred by facility usage, including Direct Costs (defined below). These costs may only be waived in the event senior leadership has determined there is a significant public benefit advanced by the Event or Activity, and has approved waiving these costs.

- **Accessibility:** The individual or organization hosting an Event or Activity is responsible for providing reasonable accommodations for attendees with disabilities. The Office of Equity and Access (OEA) is available for consultation.

- **Fundraising:** All fundraising activities, except student fundraising events, must be coordinated and approved through University Advancement. All fundraising events to support student activities and projects must be approved by either the Vice President for Student Affairs or the respective office/designee responsible for the student/student organization.\(^2\)

The University has designated the following areas to review requests to use campus facilities: Student Affairs (includes Campus Recreation Center), Conference Services, Athletics (for its venues), Staller Center for the Arts, Health Sciences Center, Strategic Initiatives (Southampton campus venues), and Enterprise Risk Management. These areas have the authority, in consultation with Venue Managers, to approve Events and Activities that have a low risk rating.

Events and Activities that present a higher risk rating must be elevated to a broader team for review and approval, which may include the following areas:

- Student Affairs
- Conference Services
- Enterprise Risk Management

\(^2\) For more information, see: [Fundraising and Solicitation on Campus Policy](#)
• Marketing and Communication
• Facilities & Services
• President’s Office (as needed)
• Provost’s Office (as needed)
• Stony Brook Medicine Executive Vice President’s Office (as needed)
• Office of General Counsel (as needed)

Campus facilities may be used by either (i) a student, faculty or staff for Events and Activities directly related to their role at the University as further described in Section A below (“University Use”), or (ii) a third-party as further described in Section B below (“Third-Party Use”). The University determines whether proposed use is considered a University Use or Third-Party Use – not the individual or organization requesting to use campus facilities. Third-Party Use Events and Activities (described below) will require a revocable permit (a “Permit”) in accordance with SUNY Policies 5603 - Use of Facilities by Non-Commercial Organizations and 5607 - Commercial Use Policy (Use of University Facilities for Commercial Purposes).

The University prohibits all chalking in/on all University facilities, grounds, and surfaces. Chalking includes non-water soluble, semi-permanent, and permanent substances, including spray-chalk. Facilities and Services or other designated University officials will remove any markings. Chalking may be considered criminal mischief and applicable provisions of the NYS penal law may apply.

Light projections may not be displayed on any University building or structure without seeking express written permission from the Vice President for Student Affairs and/or Vice President for Facilities & Services, as appropriate.

A. University Use

Students, faculty, and staff may reserve available space on campus to hold events, programs, and activities (“Events and Activities”) that are directly related to their role at the University. These Events and Activities must be planned, controlled and administered by the student, faculty or staff reserving the space or its applicable department/unit staff. Requests to host Events and Activities should be coordinated with the Venue Manager who oversees the space. Proposed use of facilities is subject to availability and fees may apply for direct costs.

All requests must be made as noted in Section C below (“Requesting Use of Campus Facilities”). Students seeking to hold events must also follow policies and procedures set by Student Affairs. Events and Activities that involve vendor tabling may be required to complete an FSA (Faculty Student Association) Application for Vendor Permit.

If any revenue generated from the use of facilities is received by an external organization or individual for its own benefit, the use of campus facilities is not a University Use (it is a Third-Party Use). If the use of facilities is run by or primarily benefits the external organization/individuals, the use of campus facilities is not a University Use (it is a Third-Party Use).
B. Third-Party Use

Requests for use of campus facilities by outside groups or individuals must be made through Conference Services (see Section C below). This includes Events and Activities that: (i) are organized or run by an external person/organization (e.g., non-profit or business); (ii) are geared toward a predominately external audience; and/or (iii) are not open to the public (e.g. corporate events, conferences, etc.). If a proposed Third-Party Use interferes or conflicts with a University Use, the latter will be given priority.

All requests are reviewed by the Conference Services Unit in consultation with Enterprise Risk Management and Venue Managers as needed. Approved requests will require a Permit with the applicable third-party/ies, which are administered through the Procurement Office. Permit holders (“Permittees”) are responsible for meeting all permit requirements, including proof of insurance as detailed in the permit and summarized below. In addition, Permittees must follow all University policies and procedures, and are responsible for all related charges incurred for use of University facilities.

**Insurance**

Permit applicants must secure appropriate liability insurance naming the State of New York, the State University of New York and the State University of New York at Stony Brook as additional insureds for the dates of the events in the amount specified by the Procurement Office. A Certificate of Insurance must be provided upon presentation of the permit for signature. The Permittee must also provide evidence of NYS Workers Compensation and Disability insurance or Attestation of Exemption thereof in accordance with NYS Workers’ Compensation and Disability laws as required.

**Media Use Agreements**

A Media Use Agreement (MUA) should be entered into when filming a project at Stony Brook for production. This includes, but is not limited to, producing films, documentaries, television productions, etc. Generally speaking, an MUA grants a Permittee the right to enter, remain on and occupy facilities for the purpose of recording, filming, taping and/or photographing in connection with a project. It also addresses ownership and Permittee responsibilities. An MUA should be used in lieu of the revocable permit referenced above and requires permittees to meet insurance requirements noted above. Media Use Agreements are not necessary for routine news productions.

**Use of University Name**

When advertising the location of a third-party use, a Permittee must use either of the following titles to identify the University: Stony Brook University or Stony Brook Southampton.
A Permitee may not hold itself out as representing Stony Brook University, the State of New York, or State University of New York (collectively “University Name”) in connection with its permitted use of the State-owned property, without prior approval of the University. This includes the University’s name, logo, trademarks or service marks, or any derivation thereof.

If a Permitee would like to use the University Name as a part of its marketing materials, it must obtain advance written authorization from the Office of Marketing and Communications. Such requests must include the reason for seeking to include the University Name in its materials and all proposed marketing materials.

C. Requesting Use of Campus Facilities

Individuals and organizations seeking to request use of campus facilities for Events and Activities, for both University Use and Third-Party Use, must do so as follows:

- **Students:**
  - **Clubs & Organizations:** must request use of campus facilities through the [Department of Student Engagement and Activities](mailto:studentlife@stonybrook.edu)
  - **All Other Student Requests:** must be made through the Office of Student Life by emailing studentlife@stonybrook.edu

- **Staff/Faculty Members:**
  - **Reservation Request:** should be made through 25Live, where applicable, by using the internal reservation requests form ([available here](mailto:studentlife@stonybrook.edu))

- **External Clients:**
  - **Reservation Request:** must be made through Conference Services using the external reservation requests form ([available here](mailto:studentlife@stonybrook.edu))

D. Compliance

All Events and Activities must occur in compliance with applicable laws, ordinances and SUNY and University policies and rules, including those related to noise, alcohol, tents, filming and photography, tobacco-use, weapons, parking, and the Rules for the Maintenance of Public Order. Unauthorized use of facilities that are in violation of this policy may result in disciplinary action, as covered by University policy and/or the disciplinary procedures pursuant to the applicable collective bargaining agreements.

**Definitions:**

**Direct Costs:** all fees associated with having an Event or Activity in University facilities and/or supported by University services. This includes, but is not limited to: costs incurred as a result of occupancy beyond regular hours, audio-visual requirements, custodial and grounds services, personnel required to service an event, set-ups, special equipment, utilities, etc.
**Events and Activities:** for the purposes of this policy, an event or activity is defined as programming that is held in/on University facilities and grounds for purposes other than academic classes scheduled as part of the University’s curriculum – this includes tabling. Internal department meetings are not considered Events and Activities and may request to reserve space in 25Live.

**Facilities:** for the purposes of this policy, University-controlled (owned or leased) land, structures, buildings, equipment and furniture.

**Venue Manager:** University officials who have been designated to oversee various spaces on-campus, including but not limited to: Athletics, Conference Services, Campus Life Centers (which includes SAC and Union), Staller, the Health Sciences Center, Southampton campus venues, etc.

**Contact:**

Additional information about this policy is available here:

**Conferences Services**
Charles B. Wang Center, Suite 302
Stony Brook, NY 11794
(631) 632-1930

**Enterprise Risk Management**
180 Administration Building
Stony Brook, NY 11794
(631) 632-9500

**Office of Finance & Administration**
221 Administration Building
Stony Brook, NY 11794
(631) 632-6100

**Procurement Office**
Research and Development Park, Building 17
Stony Brook, NY 11794-6000
(631) 632-6010

**Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:**

- Alcohol Policy
- Child Protection Policy
- Guests/Visitors Policy
- Fundraising and Solicitation on Campus Policy
- Notices in University Publications Policy
- Equal Opportunity/Affirmative Action Policy
- Tobacco-Free Policy
- Guns and Weapons Policy
- Revocable Permits for Facilities Usage Webpage
- SUNY Policy 5603 - Use of Facilities by Non-Commercial Organizations
- SUNY Policy 5607 - Commercial Use Policy (Use of University Facilities for Commercial Purposes)
- Conference & Event Services Website
- Resources for Student Clubs & Organizations
- FSA (Faculty Student Association) Application for Vendor Permit
- Parking Enforcement
- Campus Events/Activities and Demonstrations Guide