

The City College of New York  
**EVENTS HANDBOOK**

# The City College of New York

The City College of New York (CCNY), the first college of The City University of New York (CUNY), is a comprehensive teaching, research, and service institution dedicated to accessibility and excellence in undergraduate and graduate education. As a public university with public purposes, CCNY also seeks to contribute to the cultural, social, and economic life of New York.

## Event Policies

These policies have been developed to streamline the process for request and use of CCNY event space and promote effective communication in the planning, execution, and evaluation of events taking place at The City College of New York. Any individual or group wishing to schedule an event on campus other than a regularly scheduled class or departmental faculty meeting must fill out an Events Application to be approved by the Events Screening Committee.

A completed application must be submitted to the appropriate office no later than 10 business days before the proposed date of the event or we cannot guarantee the application will be processed. Applications are available from the offices listed below.

### City College Applicants

#### Students

Student generated requests, such as student club meetings, social events, cultural events, fundraising events, and lectures, must be directed to the Office of Student Life and Leadership Development, North Academic Center, Room 1/210. Main Office: 212.650.5002. [reservations@ccny.cuny.edu](mailto:reservations@ccny.cuny.edu)

#### Faculty/Staff

Faculty and staff members wishing to hold an event, such as a union meeting, award ceremony, conference, reception, memorial service, or lecture, should go to the Office of Events Management, Administration Building, Room 210A and Room 209. Main Office: 212.650.5433.

Detailed information and applications for Departments/Faculty/Staff on holding an event at the college is available here: <http://www.ccny.cuny.edu/gca/events-management.cfm>

### External and Community Applicants

Groups external to the college may obtain an events application from the Office of Events Management, Administration Building, Room 210A and Room 209. Main Office: 212.650.5433. Examples of events held by external groups include luncheons, award ceremonies, conferences, graduations, filming, and photography shoots.

### University Interest and Regulations

There should be significant CCNY interest in hosting the proposed event and it must be one that aligns with City College's mission, goals, and ideals. The individual/organization must also agree to comply with all of the CCNY rules and regulations. CCNY reserves the right of approval of all facility-use requests and may impose restrictions and limitations of use, in addition to any restrictions consistent with the operation of CCNY.

### Sponsored Organizations

A non-affiliated individual or community organization may be sponsored by a CCNY academic department or administrative office. The sponsoring department must assume financial responsibility for the costs of the event and must also have a presence at the actual event.

The ultimate decision on approving requested space for events will lie with the CCNY Events Screening Committee. Fees will then be assessed as appropriate.



### **Athletic Facilities**

Athletic facilities include Wingate Hall, Gymnasium, WN-106, and the swimming pool. Visit [CCNYathletics.com](http://CCNYathletics.com) for more information. Organizations (affiliated or non-affiliated) interested in using any of the athletic facilities must contact:

Derek Faucher  
Assistant to the Athletic Director  
Assistant Facilities Director  
212.650.8229  
[dfauche00@ccny.cuny.edu](mailto:dfauche00@ccny.cuny.edu)

### **Aaron Davis Hall (City College Performing Arts Center)**

Organizations interested in using any of the performing arts facilities at Aaron Davis Hall must contact:

Greg Shanck  
Managing Director  
Aaron Davis Hall  
212-650-5362  
[gshanck@ccny.cuny.edu](mailto:gshanck@ccny.cuny.edu)

## **Facilities Reservations**

### **STEP 1: Identify an appropriate location for your proposed event.**

Once you have created an event program and have clear understanding as to when it will take place, it is now time to consider what facilities on campus would suit your program best. If you are unsure as to what facilities the campus has available, the Office of Events Management can assist you with locating a venue. As space is limited on campus, we recommend having flexibility with the requested dates of your event.

### **STEP 2: Prepare the Events Application**

The events application is the formal request for space. Attention will only be given to applications that have been filled out in their entirety. City College applicants (Faculty & Staff) must submit their application a minimum of 10 business days in advance. Groups external to the college must submit their applications 20 business days in advance of planned events.

On your events application, please give a detailed description of your event. Make sure to include maximum number of guests and, if possible, please include a diagram of your desired set-up. Indicate on the application if you would need audio/visual services and other auxiliary equipment so that we can accommodate – please be aware that certain fees may apply. Events held by outside groups will require a Certificate of Insurance. Be sure to review your application as incomplete forms may be rejected or held until the proper information is obtained and may significantly delay the review process.

### **STEP 3: Application Submission & Review Process**

Once your application is reviewed by the appropriate office or department, it will be forwarded to the CCNY Events Screening Committee. The Committee meets once a week during the academic year and is comprised of representatives from offices of: Government and Community Affairs, Student Affairs, Student Life, Public Safety, Physical Plant Services, Athletics, and other offices as deemed appropriate.

### **Final Examination Policy**

In order to promote a beneficial study environment for our students, event and/or space requests will be denied during the final examination period. This period is defined as the end of regular classes through the end of the last final exam scheduled. Departmental meetings and other private end-of-semester activities will be reviewed on a case-by-case basis.

### **Site Usage Fees**

Organizations external to the college wishing to use City College facilities will be charged a site usage fee. Though registered City College student clubs, departments, and organizations will not be charged site usage fees, staffing charges (physical plant services, public safety assignments, etc.) may

apply. See below for a list of event fees. Site usage fees are different for each space and are listed below. Should charges be assessed, Events Management will issue an invoice. Full payment is due prior to event load-in.

### **Special Set-up**

If a special set-up is needed, a detailed description, or diagram, of what is needed must be attached to the application. For example, if a special table and chair arrangement is needed, a detailed floor plan should be attached to the application. (Floor plan templates are available for each of the CCNY event spaces upon request). Every effort will be made by Physical Plant Services to provide the chairs and tables requested. Physical Plant Services will note on your application if they cannot accommodate your request. Should the College be unable to meet your setup needs, a list of recommended local vendors will be made available to you.

### **Support Services (if applicable)**

Certain events may require the presence of public safety or custodial and auxiliary staff. The CCNY Events Screening Committee will review the application to determine whether Public Safety, Physical Plant Services and other support staff should be assigned. The screening committee considers the type of the event, location, number of guests, and other factors when recommending assignments, be certain to include an accurate description of your event on the application. If there is a change to support staff assignments, a revised invoice will be issued reflecting the change.

Other items taken into consideration would be the type of event, experience with similar events, location, set-up, the use of food and beverage services, and the time and duration of the event.

### **Audio/Visual Services and Equipment**

Faculty and staff requiring audio and/or visual support for their event (except for the Great Hall) should contact the [Instructional Media Center](#) at extension 5480.

Student organizations should contact the Office of Student Life and Leadership Development.

Non-Affiliated individuals/organizations should arrange for Audio equipment with the Office of Events Management. Audio/Visual equipment is assigned on a first come first served basis.

### **Catering**

Metropolitan Food Services, CCNY's food service vendor, can provide catering services to any individual/organization hosting an event on campus. For more information, contact [Metropolitan Food Services](#) at 212-650-6771.

### **Ticketing**

Ticketing is required for all events open to the public. Ticketing options can be discussed with the Office of Events Management. Ticketing is required for all Student events in the Aronow Theater, in addition to any Student event in the Ballroom where the crowd is listed on the application as 75 people or more by the organizers. Tickets will also be required if the Events Screening Committee believes that the event will approach maximum capacity.

### **Publicity**

No publicizing of the event should take place before the application has received final approval. A draft of the event flier and/or promotional materials, if there are any, should be attached to the event application. All postings on campus should be limited to authorized areas such as bulletin boards. Printed materials (flyers, postcards, etc.) MUST be stamped approved by the respective office (Student Life for student events and Events Management for Department, Faculty/Staff events).

### **Parking**

We regret that at this time there is no parking we can offer the public on campus. Limited VIP parking may be available upon written request. A list of public parking lots near CCNY is available upon request.



## **STEP 4: Event Approval and Payment**

### **Final Approval**

Once the Events Screening Committee reviews the events application, final approval will be given by the Vice President of Student Affairs (or designated representative) for Student Club events and The Office of Events Management (or designated representative) for all other events. The client will also be provided with necessary contact, instructions, and invoiced fees (i.e. staffing and other site services).

Sponsors and/or event organizers, at the discretion of the Events Screening Committee, may be requested to meet with a designated CCNY representative or the Events Screening Committee to provide additional information pertaining to the event. If necessary, this will be done prior to the approval of the events application.

### **Payment**

Full payment is due prior to event load-in. Make checks or money orders payable to:

The City College of New York  
Attn: David Covington, Events Manager  
Office of Events Management  
Wille Administration Building, Room 210A  
160 Convent Avenue  
New York, NY 10031

(Note to Internal Departments: All payments must be made with non-tax levy funds).



# Rules and Regulations

## Insurance

CCNY requires all external and community groups, organizations, and individuals who are utilizing space at CCNY to provide insurance documentation. A complete list of CCNY's insurance requirements is available online or by contacting the Office of Event Management at 212-650-5433.

## Tickets and Marketing Materials

The Office of Events Management must approve all ticketing and marketing materials for all events held on campus. Please send prospective flyers and posters to [ccnyevents@ccny.cuny.edu](mailto:ccnyevents@ccny.cuny.edu) for approval. Tickets and marketing materials must clearly identify the sponsoring group, organization or department along with contact information. Also, time, date, and location must be conspicuously placed.

Approved materials will be emailed in PDF format with the OEM approval stamp. You are free to print, distribute, and post approved flyers and posters. Bulletin boards assigned to specific divisions or programs should be respected.

All marketing materials must be removed immediately following the event or 15 days after the authorization date, whichever comes first. Removal is the responsibility of the sponsoring group, organization, or department. Materials found posted in unauthorized places or areas, or materials not approved by OEM will be removed. Posters or flyers without the required date stamp will also be removed.

OEM reserves the right to deny the posting and/or distribution of flyers or posters if information or materials contradict The City College of New York's missions or goals, are indecent, and/or are unlawful

No commercial or sales advertising is permitted on campus bulletin boards.

## Onsite Collection Policy

Credit Cards, Checks, & Money Orders are acceptable forms of payment (if accepted by event organizers) for events taking place at City College. All cash transactions associated with events must transpire off-campus or in specific areas designated by the Office of Public Safety (this may involve additional security charges). This policy includes but is not limited to: ticket sales, event registration, & merchandise sales.

## Fire Guards in Public Assembly Spaces

Certain areas of the College are designated as Public Assembly Spaces. These specially designated spaces hold large numbers of people and are treated differently than non-designated spaces. Designated Public Assembly Spaces include the Great Hall, the Ballroom, all of the theaters, the Nat Holman Gymnasium, and both the student and faculty cafeterias, among others.

To ensure the safety of people attending public events the New York City Department of Buildings in conjunction with the New York City Fire Department established a specially designated civilian title called Fire Guard. Fire Guards are certified by the New York City Fire Department and are required by law to be present at events taking place in Public Assembly Spaces.

The primary function of a Fire Guard is to direct the evacuation of people from an area in the event of an emergency. The number and placement of the Fire Guards depend on the location and nature of the event and is determined by the Office of Public Safety.

## Magnetometer (Metal Detector) Policy

The use of metal detectors is required for any campus event at which the administrators of the CCNY Department of Public Safety determine a need for the detectors. Staffing costs for the metal detector will be passed along to event organizers.



### **Tobacco-Free Campus**

The City College of New York is a tobacco-free campus as of September 4, 2012, in accordance with a policy adopted by the CUNY Board of Trustees. This means use of tobacco products, including smokeless tobacco, is not permitted indoors as well as anywhere on campus grounds, including building entrances, playing fields and parking lots.

For more information on this policy, visit <http://www.cuny.edu/about/tobacco.cfm>.

### **Drug and Alcohol Policy**

No drugs or alcoholic beverages of any kind will be permitted at any departmental or school event attended by students or minors.

For external or community events, beer and wine (only) may be served – provided the client has secured a liquor license or caterer with a liquor license.

From CUNY Standards of Conduct:

The City University of New York (CUNY) is an institution committed to promoting the physical, intellectual, and social development of all individuals. As such, CUNY seeks to prevent the abuse of drugs and alcohol, which can adversely impact performance and threaten the health and safety of students, employees, their families, and the general public. CUNY complies with all federal, state, and local laws concerning the unlawful possession, use, and distribution of drugs and alcohol. The following standards of conduct are in effect at CUNY:

The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on CUNY property (including residence halls), in CUNY buses or vans, or at CUNY-sponsored activities, is prohibited. In addition, CUNY employees are prohibited from illegally providing drugs or alcohol to CUNY students. Finally, no student may possess or consume alcoholic beverages in any CUNY residence hall, regardless of whether the student is of lawful age.

Students are expected to comply with the CUNY and college policies with respect to drugs and alcohol. Any student found in violation may be subject to disciplinary action under Article 15 of the CUNY Board of Trustees Bylaws, which may result in sanctions up to and including expulsion from the University. In addition, any student who resides in a CUNY residence hall and who is found to have violated any CUNY or college policy with respect to drugs and alcohol may be subject to sanctions under the CUNY Residence Hall Disciplinary Procedures, up to and including expulsion from the residence hall.

Any employee found to have violated the CUNY policy may be subject to disciplinary action, in accordance with the procedures set forth in applicable CUNY policies, rules, regulations, and collective bargaining agreements. Sanctions may include reprimand, suspension without pay or termination. No alcohol will be allowed to be served at an event on the CCNY campus if students are present.



**Food Handling**

To lessen the risk of foodborne illness, The City College of New York mandates that for fundraising events students may only serve individually wrapped goods. Students are prohibited from selling foods that require special handling or that require heating or refrigeration. Students serving food must practice good health and hygiene.

**Proper Sterno Use**

Solid alcohol (sterno) heating of prepared food is permitted given the proper precautions are taken to maintain the safety of occupants. Sterno must be in the metal racks that are made to hold the food pans. The racks and the sterno must be in large metal pans filled with water. There must not be any combustible/flammable items on the tables; this includes tablecloths, flags, any type of drapery, fliers or signs. There should be a fire extinguisher in the vicinity of each table.



# SITE USAGE FEES

Please Note: Additional service charges may apply.

Not applicable to CCNY Departments or currently registered City College Student Organizations.

BUILDING	AREA	NON-PROFIT (30% reduction)	FOR PROFIT	Minimum Hours	CAPACITY
MARSHAK	HOLMAN GYM (NON-ATHLETIC EVENTS)	*Managed by Athletics		Day Rate (12 Hours)	2,030
SHEPARD HALL	GREAT HALL	\$7,000	\$10,000	Day Rate (12 Hours)	1100
	SH-250	\$700	\$1,000		80
STEINMAN HALL	ROOM 163 – LECTURE HALL	\$560	\$800	4 hours	185
NAC	ARONOW THEATER	\$1,400	\$2,000	Day Rate (12 Hours)	380
NAC	BALLROOM	\$700	\$1,000	Day Rate (12 Hours)	200
NAC	1/211	\$350	\$500	4 hours	70
NAC	1/209	\$350	\$500	4 hours	25
NAC	1/208, 1/218	\$350	\$500	4 hours	30
NAC	LECTURE HALLS	\$350-\$560	\$500-\$800	4 hours	90-180
NAC	Faculty Dining Room	\$2,800	\$4,000	Day Rate (12 Hours)	300
	Amsterdam Room	\$560	\$800		
SPITZER	Amphitheater / Spitzer Roof	\$2,100	\$3,000	Day Rate (12 Hours)	200
ADH	Marian Anderson Theater (full day rate)	*Managed by ADH		Day Rate (12 Hours)	630
ADH	Theater B (full day rate)	*Managed by ADH		Day Rate (12 Hours)	267
ADH	Theater C (full day rate)	*Managed by ADH		Day Rate (12 Hours)	100
	Standard Classroom	\$245	\$350	4 hours	25-60

**ALL RATES AND FEES ARE SUBJECT TO CHANGE.**



## Movie Production and Photography Fees

(4 Hour Minimum)

\$600 PER HOUR

\$420 PER HOUR Non-Profit Rate

## Athletic Facilities Rental

(4 Hour Minimum)

	FOR PROFIT	NOT FOR PROFIT
HOLMAN GYM	\$200 TO \$300 PER HOUR	\$100 TO \$200 PER HOUR
HERMAN GOLDMAN CENTER	\$200 TO \$300 PER HOUR	\$100 TO \$200 PER HOUR
POOLS	\$100 TO \$125 PER HOUR	\$100 TO \$125 PER HOUR
TENNIS COURTS	\$100 TO \$125 PER HOUR	\$100 TO \$125 PER HOUR

## Athletics Support Personnel Fees

A Facility supervisor MUST be present during the use of the Holman Gym, The Herman Goldman Center, the Swimming Pool, and the Tennis Courts. The number of Student Aides is determined by the event.

FACILITY SUPERVISOR	\$15 - \$25 PER HR	STUDENT AIDE (EACH)	\$10 - \$15 PER HR
---------------------	--------------------	---------------------	--------------------

**ALL RATES AND FEES ARE SUBJECT TO CHANGE.**

