

Effective Date	8/21/2024
Policy Number	OPS-PL-103
Sponsor	Vice President of Student Affairs
Responsible Office	Campus Life Office (Student Engagement & Inclusion)
Next Review Date	10/1/2024

I. REASON FOR POLICY

The purpose of this policy is to establish criteria, standards, and guidelines to be used in scheduling outdoor recreational events. This policy should ensure a safe and positive experience for all parties involved. Event requests should be made at least 10 business days prior to the event in order to secure the necessary approvals.

II. POLICY STATEMENT

Summary

Any organization wishing to hold a recreational outdoor event must set-up a meeting with Campus Life at least 10 business days prior to the date requested to discuss and review event details such as set-up, clean-up, fees and security. A revocable permit is required for third party recreational activities. Campus constituents wishing to hold an outdoor recreational event must submit an outdoor form for review. Campus Life can be reached at Campus.Life@fredonia.edu or (716) 673-3143

Procedure

Any person or group may contact Campus Life (phone: 716-673-3143) to inquire about outdoor space reservation on the property of SUNY Fredonia. Third party organizations will be assessed a rental fee for the use of SUNY Fredonia space. University Police may also assess a fee if staff are needed for event support.

Fairs and Festivals

Third party organizations wishing to hold fairs or festivals will be limited to the Dods Hall Grove, the areas between the Williams Center and the Residence Halls, open areas between Gregory Hall and Grissom Hall. Those wishing to use Athletic areas must seek permission from the Athletic Director or their designee. The use of other areas will be at the discretion of the Vice President of Student Affairs or their designee. A completed Revocable Permit will also need to be completed prior to the event for all third-party organizations. Campus constituents wishing to hold fairs or festivals must submit an outdoor form for review. Fairs and Festivals in which food will be served must contract with the Faculty Student Associations for services. Outside food vendors selling food to students and guests may be

permitted with the approval of the Faculty Student Association. Food vendors will need to show proof that they are licensed caterers and may be subject to inspections by the Chautauqua County Health Department on the day of the event. All third party vendors must be listed in the revocable permit by the organizers and follow the selling of merchandise/vendors policy listed below.

Third party vendors who wish to sell merchandise are required to show proof of a sales tax identification number prior to the event and fill out a sales permit. Vendors wishing to sell merchandise, either outdoors or indoors, are required to follow all New York State Guidelines for the collection of sales tax. It is the responsibility of the vendor to collect and to report all sales tax collected to New York State. A fee for vending on campus will be assessed by Campus Life. Vendors that compete with SUNY Fredonia for retail operations or do not align with the mission and values of the University are subject to denial.

Cross-country races and walks for charity

Organizations wishing to sponsor charity events involving cross-country races and walks will need to map out the intended route as part of the approval process by University Police. Cross-country races and walks that take participants off-campus will also need approval from the Village of Fredonia. The Chief of University Police can assist with securing the necessary approval from the Village of Fredonia. A completed Revocable Permit will also need to be completed prior to the event for all third parties.

NYS Fire Code

All events must comply with NYS Fire Codes, including but not limited to, the presence of crowd managers for any event with more than 499 individuals in attendance. Anticipated use of open flames, pyrotechnics, tents, or balloons must be discussed with and approved by the department of Environmental Health & Safety & Sustainability.

Setup for events

Setup for events may need to include a variety of on-campus offices. If fencing is required for security, the Facilities Management department is responsible for erecting and removing the fence. The setup of tables and chairs will be coordinated by the Office of Campus Life. Fees for setup and tear down may be charged to the third party for services.

Responsibility

Obey the Rules for the Maintenance of Public Order of the SUNY Board of Trustees, all applicable laws and campus guidelines.

Cleanup after the event

Organizations holding outdoor events on the SUNY Fredonia campus are responsible for all cleanups that are not within the purview of Facilities Management (fence), the Faculty Student Association (food buffet), Campus Life (tables and chairs, or custodial service) immediately following the conclusion of the event. Cleanup means that all garbage is placed in trash cans and all equipment removed. A fee may be assessed for cleanup not by organizations and/or damage incurred to the area.

Manner

Complete an outdoor event application at least 10 business days prior to your event. Student Clubs: please use this [application](#). All others: please use this [application](#). Applications received after 3 pm will be considered as having been received on the morning of the following business day. The applicant assumes responsibility for proper and timely delivery of an application to the Office of Campus Life. The Campus Life Office, located in the Williams Center, is open Monday through Friday from 8:00 am to 4:30 pm during the academic year, and from 8:00 am to 4:00 pm, Monday through Friday during the summer, except for holidays.

The University shall review the application and respond to the applicant no later than the close of business on the fifth day. If the application is completed fully and the appropriate signatures affixed, and the date and time, and a designated location are available for use, the University shall inform the applicant of its approval.

If space is not available for the date and time requested, the University shall inform the applicant of the same and offer an alternative date and time. If the application is not complete and/or it is not signed, the University shall return the application to the applicant for completion. The 10 business day time frame will commence once the application is received in the Campus Life Office.

Completed outdoor event applications should be sent, emailed or hand delivered to:

Campus Life Office

Attn: Director of Campus Life

State University of New York at Fredonia

G112 Williams Center

Fredonia, NY 14063

Phone: (716) 673-3143

Email: Campus.Life@fredonia.edu

III. RELATED DOCUMENTS, FORMS AND TOOLS

[FREDconnect Outdoor Event Form](#) – Used for student club requests (requires sign-in)

[Outdoor Event PDF Form](#) – Used for non-student club requests

IV. DEFINITIONS

TERM	DEFINITION
Campus Constituents	Faculty or staff members who are currently employed by SUNY Fredonia; and students currently enrolled at SUNY Fredonia.
Revocable Permit	A Revocable Permit is an agreement that provides the terms and conditions for use of campus facilities by an external group or organization.
Third Party	Any person or persons not associated with or employed by the University who is not currently a student, faculty or staff member at the university, and who is not officially sponsored by either the university or a registered student group to speak at the university.

V. CONTACT & ENFORCEMENT

ROLE	CONTACT	PHONE	EMAIL - Website
Responsible Office	Student Engagement & Inclusion	(716) 673-3398	SEI@fredonia.edu
Enforcement	Campus Life Office	(716) 673-3143	email@fredonia.edu
Policy	University Policy Office	(716) 673-4828	policy@fredonia.edu policy.fredonia.edu