

# Angell College Center Room Reservation Policies & Procedures

1. Campus organizations including Student Association approved clubs, groups recognized by the college, faculty/staff, departments and administrative offices reserve space through [EMS](#). All reservations are approved through the College Center Office, which is located across from the Information Desk (518-564-4830). *Non-campus organizations reserve through College Auxiliary Services (518-564-3054 or 564-2310).*
2. Requests should be made at least one week prior to an event. Late requests will be accommodated if possible depending on the nature of the request.
3. Reservations are granted on a first-come, first-serve basis. Reservations may be made up to one year in advance. Certain major campus events (Family Weekend, Homecoming, Open House) are given priority and scheduled in advance.
4. In an effort to provide space to as many groups as possible, a group can reserve a maximum of three hours of meeting/event time per week on a regular basis.
5. To optimize the overall use of College Center facilities, the College Center reserves the right to change the location, reservation start time or reservation end time of a scheduled activity or event, in consultation with the user(s) and with as much advance notice as possible.
6. It is the responsibility of the applicant to make arrangements for any support services required for the event.
  - For audio visual needs, need to be completed within EMS
  - For special room set-ups, furniture arrangements, stages, complete the Room Set-Up Request Form (available at the College Center Office), or call 564-4830.
  - For food service, contact Chartwells at 564-2229 or by email at [catering@plattsburgh.edu](mailto:catering@plattsburgh.edu).
  - For special lighting and sound systems, contact the Production Manager at 564-2322.
  - For Security Personnel, contact University Police at 564-2022.
7. Chartwells has exclusive food and beverage catering rights for the College Center. Catered events are defined as:
  - a. An event where staffing is necessary (ex: requires wait staff and/or a cook, requires clean-up).
  - b. An event where serving ware is present (ex: involves china service, needs sterno or ice to keep food at proper temperature, utilizes chafing dishes for food service).
  - c. An event where an admission fee is charged or donation collected.
  - d. Sponsored by an external group.

Events that do not fit the definition of catered events (i.e. finger-type foods) may use campus funds to purchase items from Chartwells or any other licensed facility. Examples would be: coffee, donuts, sub sandwiches, chips, cookies, vegetable platters, etc. All food items must be prepared and/or packaged by a licensed facility as no food preparation is permitted at events. Campus group is responsible for all necessary clean up following the event and assuring that food is served in accordance with Clinton County Health Department standards.

Note that the following activities are not permitted at SUNY Plattsburgh without permission and participation of Chartwells:

- a. potluck meal
- b. bake sale

c. food prepared at event

8. If alcoholic beverages are to be served, Chartwells Food Service must provide and will ensure that all regulations governing their use are adhered to.
9. Events occurring beyond regular building hours are subject to overtime charges (\$19.00/hr manager). “Late Night” events are subject to special guidelines (see Guidelines for Events Occurring Beyond Normal Operation Hours), and may require presence of University Police at sponsor’s expense. Late night events should be limited to Friday or Saturday nights.
  - Regular building hours when school is in session:
    - Monday – Thursday, 7 a.m. – 12 a.m.
    - Friday, 7 a.m. - 1 a.m.
    - Saturday, 10 a.m. – 1 a.m.
    - Sunday, 10 a.m. – 12 a.m.
  - When school is not in session:
    - Monday – Friday, 7 a.m. – 4:00 p.m.
10. Those reserving space are responsible for room clean up. Failure to do so may result in fines and/or loss of reservation privileges. Damages or losses to the facility will also be charged to the sponsor.
11. Event must be limited to the area reserved.
12. Rooms are not to be used for academic or credit-bearing classes.
13. A moratorium on social events or functions will begin at midnight the Friday before final exam week and continue through the last day of final exams. Only events associated with academic courses be scheduled during this week and only after the daily examination time frame.
14. Flynt Commons is considered a student lounge area, and is **not** reservable space when school is in regular session (fall & spring semesters). See Guidelines for Flynt Commons for more information.
15. Candles are not allowed in the Angell College Center.
16. Amitié Plaza and Courtyard approval are subject to noise restrictions. Amplified musical events are not permitted after 7pm or anytime weekdays when classes are in session, and may not last more than four hours. All events that wish to use this space must request permission from the Director of the Center for Student Involvement.
17. Maximum room capacity is determined by fire and safety regulations and may NOT be exceeded at any time.
18. All events must comply with general building rules and regulations. Smoking is prohibited in all campus facilities and outside within 25 feet of any building.
19. All events in College Center must adhere to college policies and guidelines and comply with federal, state and local laws.
20. Appeals to exceptions to the above must be made in writing to the Director of the Center for Student Involvement.

For an online description and schematic of rooms, visit:

<https://www.plattsburgh.edu/plattslife/get-involved/angell-college-center/index.html>