

Title: Third Party Use Policy/College Facility Rentals

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Purpose: This policy establishes usage policies for College Facilities, particularly use by off-campus groups (third parties).

During the academic year, all campus facilities are reserved for the primary use and enjoyment of students, faculty, and staff for institutional activities that support the mission and goals of the College. When College facilities are not in use for academic/departmental purposes, Official College Individuals or Groups may use College facilities for events that engage Hamilton College and local communities. When the College is not in session (for athletic facilities, when teams are not in season), external groups may rent facilities for non-institutional functions. Facility usage may be approved for external groups if the use of the facility supports the College mission and goals, or supports a College-related department, group, and/or program, and the proposed activity does not impose undue costs or burdens on the College.

Types of user groups:

Official College Individual or Group: Any Hamilton College student, faculty member, staff member, department, division, program, student group and/or program officially recognized by the College.

Sponsored Group: an external group *sponsored* by an Official College Individual or Group or whose events are directly coordinated and planned by an Official College Individual or Group. The sponsoring College Individual or Group must serve as the primary contact for **planning and execution** of the event, assume financial responsibility for all costs, and attest that the function is a worthy use of campus resources.

External Group: any group, organization, person or program not affiliated with the College, or an Official College Individual Group requesting facilities for an event that is not an institutional function. Alumni and employees planning personal events are considered External Groups. College facilities are not available to *commercial organizations* unless they are sponsored by an Official College Individual or Group, or unless they receive approval from the Director of College Events and the appropriate Vice President.

General Policy

- Hamilton College reserves the right to revoke, cancel, or deny the use of facilities at any time and without prior notice.
- All external groups must complete a [Facility Rental Form](#).

- All Sponsored and External Groups will be required to pay a rental fee and show proof of insurance. For insurance purposes, Hamilton College must be named as an additional insured.
- Long term use by external organizations (e.g., regularly scheduled rehearsals, meetings, practices, athletic contests) **cannot be accommodated**.
- College facilities are generally not available for use by external groups when the College is in session, and between Commencement and Reunions (late May through early June). **Athletic facilities** are only available to external groups during the summer (generally June 15 through August 1).
- External groups requesting facility use will only be approved on an emergency and/or temporary basis.

Facility Request Approval

Facility Rental Requests that fall within this policy are subject to approval by either a representative of the College Events and Scheduling Office (non-athletic facilities) or Athletics (athletic facilities). Requests that fall outside this policy will be reviewed by the Director of College Events and Scheduling in consultation with other departments as needed, and must be approved by the appropriate Vice President and/or the President of the College.

Facility Use Agreements and Insurance

All External Groups and some Sponsored Groups requesting use of campus space for functions that are not related to regular college business must complete and submit a Facility Use Agreement.

In addition, all External Groups and some Sponsored Groups who are granted use of campus space must meet the College's insurance requirements. General Liability is required for everyone renting space at Hamilton College, covering the actual dates and times of the event(s), in the minimum limits of liability of \$1,000,000 CGL per occurrence and \$2,000,000 general aggregate. In addition, the Group must provide a Certificate of Insurance documenting coverage before the program is permitted on campus. The Group is required to add Hamilton College to its General Liability as Additional Insured. Certificate Holder must be listed as "The Trustees of Hamilton College, 198 College Hill Road, Clinton, NY 13323." Please send the certificate to the Auxiliary Services, Hamilton College, 198 College Hill Rd., Clinton, NY 13323, to the attention of Amber Denney.

If the Group does not carry insurance, the College Events Office can assist in obtaining one-time, special event insurance to meet this requirement. The Associate Director of Conferences and Summer Programs can assist with this option.

Procedures:

1. All External Group requests must be initiated by submitting a Facility Rental Form. College Individuals or Groups requesting a facility for the purposes of sponsoring an event should submit their facility request through 25Live.
2. A member of the College Event and Scheduling Office will follow up directly with the group or individual to discuss programmatic needs such as:
 - a. Organization details
 - b. Anticipated date(s) and number of participants
 - c. Types, sizes and number of spaces needed
 - d. Housing necessities (if applicable)
 - e. Catering requirements (if applicable)
 - f. Audio Visual requests and facilities set ups
 - g. Parking and Security requirements (if applicable)
3. If the request is approved, a proposal will be developed that will include an outline of all estimated costs.
4. When the estimated costs have been communicated via the proposal and accepted by the third-party user, the College Events and Scheduling Office will generate an agreement for services. All external groups (and most sponsored groups) are required to have a signed contract and proof of insurance on file with the College Events and Scheduling Office.
5. The College Events and Scheduling Office will only approve facility rentals where space and resources allow.