2.5 Campus Operations and Facilities Management Policies

2.5.1 Activities and Programs with Minor Children Participants Policy

**ACTIVITIES AND PROGRAMS WITH MINOR CHILDREN PARTICIPANTS POLICY**

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<th>Effective Date:</th>
<th>May 8, 2017</th>
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<tr>
<td>Policy Number:</td>
<td>II – 2.5.1</td>
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<td>Supersedes:</td>
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<td>Issuing Authority:</td>
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<tr>
<td>Responsible Officer:</td>
<td>Vice President for Business and Finance</td>
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<tr>
<td>Applicability:</td>
<td>College employees, students, and volunteers working in activities and programs with minor children in the course of their college duties.</td>
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**PURPOSE**

The purpose of this policy is to promote the health, safety, and welfare of minor children on campus, as well as minors who participate in Canisius College sponsored programs and activities. To support the protection of minor children, this policy outlines what is required of employees, students, student employees, and volunteers who work in activities and programs with minor children, and informs individuals of their reporting obligations in instances of known or suspected child abuse or maltreatment.

**POLICY**

Canisius College campus grounds and infrastructure are designed to provide an environment conducive to the college’s mission as an institution of higher education. For reasons that include the safety of minor children and assuring the efficient performance of academic pursuits, administrative operations and services, the college has adopted the following policies:

- Minor children must be supervised at all times by an authorized adult while participating in a college-sponsored program or activity. During these visits, the minor child may not be left unattended or with other college personnel or students;
- All college-sponsored activities and programs with minor children must register annually with the Office of Event Services;
• All program staff that have direct contact with minor children or supervise a program with minor children are required to have a background check on record with the college before the adult is hired or allowed to engage with minor children. The background check must be reviewed and approved by Human Resources prior to being hired and/or engaged in working with minor children and at least once every 3 years thereafter. College personnel that are rehired within a three-year period after their original hire date do not need a background check if one is currently on file with Human Resources;

• Non-college entities providing adult supervisors for college-based programs and activities involving minor children are required to conduct background checks on program staff and directors at least comparable to the standards indicated in this policy. Moreover, such entities must provide requisite insurance as established by the Office of Event Services;

• All college staff that have direct contact with minor children or supervise a college-sponsored program with minor children must abide by the standards of behavior listed in the Procedures/Guidelines section of this policy before working in activities and programs with minor children. The standards of behavior prohibits one-on-one interactions unless otherwise authorized in accordance with this policy;

• All college students coming into contact with minor children must always be supervised by a faculty member; and

• Any college employees and volunteers that have direct contact with minor children or supervise a college-sponsored program or activity with minor children, who witness child abuse or maltreatment, or have information that would lead a reasonable person to believe a minor child faces a substantial threat of such abuse or neglect, must follow the reporting procedures in the Procedures/Guidelines section of this policy.

DEFINITIONS

Authorized Adult—an adult, including but not limited to college employees, student employees or volunteers, who is responsible for the care, custody or control of the minor(s) child participating in any college-sponsored program or activity.

Child Abuse—encompasses the most serious harms committed against children. An “abused child” is a child whose parent or other person legally responsible for his/her care inflicts upon the child serious physical injury, creates a substantial risk of serious physical injury, or commits an act of sex abuse against the child. Not only can a person be abusive to a child if they perpetrate any of these actions against a child in their care, they can be guilty of abusing a child if they allow someone else to do these things to that child. Child abuse is defined in law at Section 412 of the Social Services Law and at Section 1012 of the Family Court Act.

College Housing—Facilities owned by, or under the control of, the college intended for use as housing.

Minor Children—a child under the age of 18, with the exception of properly enrolled students and employees.

Maltreatment (includes Neglect)—refers to the quality of care a child is receiving from those responsible for him/her. Maltreatment occurs when a parent or other person legally responsible for the care of a child harms a child, or places a child in imminent danger of harm by failing to exercise the minimum degree of care in providing the child with any of the following: food, clothing, shelter, education or medical care when financially able to do so. Maltreatment can also result from abandonment of a child or from not providing adequate supervision for the child. Further, a child may be maltreated if a parent engages in excessive use of drugs or alcohol such that it interferes with their ability to adequately supervise the child. Neglect is defined in law at Section 1012 of the Family Court Act. Maltreatment is defined in law at Section 412 of the Social Services Law. Although the terms are not synonymous in the law, for the purposes of this policy, the terms neglect and maltreatment are used interchangeably.

Mandated Reporters—are certain professionals recognized by New York State who are specially equipped to perform the important role of mandated reporter of child abuse or maltreatment. Please refer to the Summary Guide for Mandated Reporters in New York State (Pub. 1159) for a listing of mandatory reports under New York law.

Program/Activity Leader—the college point person for a college-sponsored program or activity.

Sponsoring Department—the academic or administrative department of the college which offers a program or activity or gives approval for use of college facilities.

PROCEDURES/GUIDELINES

The following procedures and policy guidelines apply to a sponsoring department offering or approving a program or activity that involves minor children or provides college housing for minor children participating in a program or activity:

Registration

Departments sponsoring activities and programs with minor children, including all camps, must register annually with the Office of Event Services prior to the beginning of the college’s fiscal year for ongoing programs and activities. Information to be provided includes the general nature of the activities and program to be undertaken or offered; the dates and locations where minors will be participating; and the names of all adults who will be participating directly with minors in the program or activity.

In addition, each sponsoring department is required to obtain Health and Liability Waiver forms for each program participant and program staff member and submit it to the Office of Event Services prior to first day of the program or activity.

Background Screens

Each authorized adult that will have direct contact with minor children or supervise a college-sponsored program or activity with minor children is required to have a criminal background screen on record with the college before the adult is hired or allowed to engage with minor children. The background screen must be reviewed and approved by Human Resources prior to being hired and/or engaged in working with minor children and at least once every three (3) years thereafter. Employees or volunteers do not need a background screen if one is currently on file with the college within the three-year period after the original hire or volunteer date. Non-College entities providing adult supervisors for college-based programs or activities are required to conduct background checks on program staff and supervisors at least comparable to the college standards.
In order to complete a background screen, the sponsoring department must send the appropriate form(s) for each employee and volunteer to Human Resources no later than two weeks prior to the start of the program.

In addition to criminal records screens, the college also conducts a sex offender registry search.

It is the responsibility of the person in charge of the college-sponsored program or activity to assure that each authorized adult has submitted the required background screen request form(s) and has subsequently received clearance to participate. Human Resources will maintain a roster of individuals who have been cleared to participate and the dates on which a new background check will be required. The background screen will be limited to criminal offenses, including, but not limited to, child abuse, for which an individual has been convicted, pled guilty to a felony or misdemeanor, or where such charges are currently pending.

A decision not to permit an individual to participate in a program or activity covered by this policy based on the results of a background check will be made by the associate vice president for human resources and compliance after consultation with the appropriate Senior Leadership Team member. The college reserves the right to take appropriate action with respect to college employees who may have falsified or failed to disclose information material to their employment/volunteer status on applicable applications/forms uncovered as a result of the background check, including and up to immediate termination. Copies of background check reports will be retained in Human Resources.

All contracts for the services of independent contractors that will be working with minor children must include a provision assuring that the personnel of such independent contractors or the contractor (in the case of a solo contractor) has complied with, at a minimum, background screens and training comparable to those required by the college under this policy. In addition, all independent contractors must reference this policy and the Child Abuse and Maltreatment Policy to such contracts.

Orientation Training

Each authorized adult who will be participating in a program covered by this policy must attend mandatory orientation training on the standards of behavior requirements of this policy, on protecting minor children participants from abusive emotional and physical treatment, and on appropriate or required reporting of incidents of improper conduct to the proper authorities including, but not limited to, appropriate law enforcement authorities. All training will be conducted or approved by the Office of Event Services, in conjunction with Human Resources and the Title IX coordinator.

Reporting Child Abuse or Neglect

If a program participant discloses any type of assault or abuse (at any time previous to, during or after the program), or an authorized adult has reason to believe that the participant has been subject to such abuse or maltreatment, the authorized adult must immediately call 911 or the local law enforcement agency. Further procedures for addressing child abuse or Maltreatment can be found in the college’s Child Abuse and Maltreatment Policy.

Authorized adults must make all reasonable efforts to ensure the safety of minor children participating in college-sponsored programs and activities covered by this policy, including removal of minors children from dangerous or potentially dangerous situations, irrespective of any other limitation or requirement.

Standards of Behavior

Authorized adults or any adult participating in college-sponsored programs and activities covered by this policy may not:

- Have one-on-one contact with minor children; in general, it is expected that activities where minor children are present will involve two or more authorized adult participants/supervisors;
- Participate in a sleepover under the auspices of the college-sponsored program or activity, unless two or more authorized adults are present and remain in each other’s presence at all times;
- Engage in abusive conduct of any kind toward, or in the presence of, a minor child, including but not limited to hazing or verbal, physical, and/or cyber bullying;
- Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any minor child;
- Pick up minor children or drop off minor children from their homes (other than the driver’s child or children or friends of the driver’s child or children other than when such child or children are present) at their homes in the adult’s personal vehicle, whether before, during, or after the program or activity;
- Engage in the use of alcohol or illegal drugs or be under the influence of alcohol or illegal drugs during college-sponsored programs or activities;
- Make pornography in any form available to minor children participating in programs and activities covered by this policy or assist them in any way in gaining access to pornography;
- Possess fireworks, firearms, guns, knives, archery equipment and other weapons during college-sponsored programs or activities unless being used for an officially sanctioned and approved instructional program;
- Permit the operation of motor vehicles by minor children while attending and participating in the college-sponsored program or activity;
- Use tobacco products during college-sponsored programs or activities; or
- Inappropriately use mobile devices, cell phones, cameras, imaging, and digital devices, including use of such devices in showers, restrooms, or other areas where privacy is expected by participants during college-sponsored programs or activities.

Use of College Housing

If the college-sponsored program includes minor children residing in college housing, the rules and regulations must be observed:

- Written permission from the minor child’s parent/guardian must be obtained by Student Affairs and submitted to the Office of Event Services prior to the minor child’s stay in college housing;
- The establishment of a curfew time which is age-appropriate for the participants as determined by the program director, which in no case shall be later than midnight;
- In-room visitation will be restricted to participants of the same gender;
• Guests of participants (other than a parent/legal guardian and other program participants) are restricted to visitation in the building lobby and/or floor lounges, and only during approved hours specified by the program; and
• The program must comply with all security measures and procedures specified by Residence Life and Public Safety.

RELATED POLICIES
Alcohol and Drug Prevention Program Policy
Child Abuse and Maltreatment Policy
Children in the Classroom and Workplace Policy
Sexual and Gender-Based Misconduct Policy
Smoking and Tobacco Use Policy

2.5.2 Bicycles, Hoverboards, Skateboards, and In-Line Skates/Blades Policy

BICYCLES, HOVERBOARDS, SKATEBOARD AND IN-LINE SKATES/BLADES POLICY

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<td>Issuing Authority:</td>
<td>President</td>
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<td>Responsible Officer:</td>
<td>Vice President Business and Finance</td>
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<tr>
<td>Applicability:</td>
<td>All members of the Canisius College community.</td>
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</table>

PURPOSE
The purpose of this policy is to address the concern of personal injury or property damage occurring on campus caused by skateboards, hoverboards, skates, in-line skates, bicycles and other similar vehicles without prohibiting their use altogether. This policy is in no way intended to discourage the appropriate use of these alternative modes of transportation.

POLICY
Every person riding a bicycle within the campus has all the rights and is subject to all the duties of a driver of an automobile. Bicycles must be operated in a safe manner and may not be ridden in campus buildings. Bicycles can be stored in offices or locked on bike racks located outside of buildings. Bicycles may not be secured to trees, light poles, posts, handrails, or buildings.

In addition to the above, the following policies have been established for the safety of the Canisius College community:

• Riding bicycles, rollerblades, skateboards, skates, in-line skates, hoverboards, or other conveyances in rooms, hallways, courtyards, lounges, and lobbies, as well on all steps and stairways is prohibited;
• Bicycles, rollerblades, skateboards, skates, in-line skates, hoverboards, or other conveyances may not be ridden on sidewalks or walkways where there is a likelihood that such operation will duly interfere with pedestrian traffic; caution is to be exercised at all times and the right of way yielded to pedestrians;
• Unauthorized motorized vehicles, other than wheelchairs, may not be operated on sidewalks;
• Bicycles, rollerblades, skateboards, skates, in-line skates, hoverboards, or other conveyances may not be ridden on any artificial or specially prepared surface (i.e., running tracks and basketball courts) with the exception of pedagogical use under the direction of a faculty member who has determined that the prepared surface cannot be damaged by such activity;
• All persons operating bicycles, rollerblades, skateboards, skates, in-line skates, hoverboards, or other conveyances on campus are expected to comply with and are subject to state and local ordinances, including adhering to all posted warning, caution, or speed limit signs;
• In the absence of posted speed limits, operators are expected to act in a responsible manner and in respect of local conditions; and
• No person traveling upon bicycles, rollerblades, skateboards, skates, in-line skates, hoverboards, or other conveyances is permitted to cling to or attach themselves to any other moving vehicle or golf cart on campus.

DEFINITIONS
Not applicable.

PROCEDURES/GUIDELINES
Individuals violating this policy are subject to disciplinary action and, as appropriate, legal citation, including the failure to stop at the scene of an accident in which they have been involved that results in property damage and or injury. Identification must be presented to the other party and
the accident reported to Public Safety. The college will seek restitution if college property is damaged or destroyed. Public Safety may also ban any offender from riding in certain areas of the campus or on the entire campus for up to one year or longer should there be repeat offenses.

RELATED POLICIES

Not applicable.

2.5.3 Children in the Classroom and Workplace Policy

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<th>CHILDREN IN THE CLASSROOM AND WORKPLACE POLICY</th>
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<td>Applicability:</td>
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PURPOSE

The purpose of this policy is to promote the health, safety, and welfare of minor children on campus and to establish guidelines for supervisors and course instructors who are responsible for addressing issues of minor children in the workplace and classroom or laboratory/research facilities. It also outlines responsibilities for parents and caregivers for any minor children they are permitted to bring to Canisius College facilities, whether they are students, staff, or faculty/instructors.

POLICY

Canisius College campus grounds and infrastructure are designed to provide an environment conducive to the college’s mission as an institution of higher education. For reasons that include the safety of minor children and assuring the efficient performance of academic pursuits, administrative operations and services, the college has adopted the following policies:

- Minor children must be supervised at all times by a parent, guardian, or caregiver while on campus or participating in a college-sponsored program or activity. During these visits, the Minor may not be left unattended or with other employees or students;
- The college does not allow the continued or reoccurring presence of a non-enrolled minor child in the workplace or classroom setting for the following reasons: (1) the potential for interruption of work; (2) health and safety concerns; and (3) liability to the college;
- Minor children may be brought to the workplace by parent or caregiver employees in the case of unforeseen or emergency situations or when common sense would dictate that it is more efficient for the employee to bring the minor child into the workplace (e.g., following or before a physician’s appointment if child is not contagious). Such arrangements should be infrequent and only to be temporary in nature;
- Minor children are generally not permitted in classrooms while classrooms are in session unless permission is granted by the course instructor. Should a minor child become disruptive, the student and minor child may be asked to leave by the course instructor.
- In keeping with the provisions of the Affordable Care Act, the college allows for reasonable break times for lactating mothers to express milk and provides accommodations shielded from view to do so. In addition, mothers who choose to breast feed their infant at the workplace are allowed to do so as an exception to this policy.
- Employees and students who bring minor children to the workplace or classroom are responsible for all aspects of the child’s behavior. The employee or student is responsible for the minor child’s safety and is financially responsible for any damages caused by the child. The college does not accept liability for injuries to children or visitors on college premises in violation of this policy.
- Minor children are generally permitted in general use areas and facilities (athletic fields, public spaces, academic buildings, food service areas, etc.) with a parent, guardian or caregiver, but may be restricted from certain areas of these areas and facilities or from utilizing certain equipment.
- A minor child with an infectious disease should never be brought to campus.
- Even when accompanied by a parent, guardian or caregiver, minor children not participating in a college-sponsored program or activity are prohibited from high-risk areas such as: laboratories, shops, studios, mechanical rooms, power plants, garages, food preparation areas, or any areas containing power tools or machinery with exposed moving parts.
- This policy is not intended to prohibit participation in a college-sponsored event, such as “Take Your Child to Work Day” or other events where families are invited and encouraged to participate.

DEFINITIONS

Minor Children—children under the age of 18, with the exception of employees and enrolled students.

PROCEDURES/GUIDELINES

Responsibilities of the Parent or Caregiver
In the case of unforeseen or emergency situations when common sense would dictate that it is more efficient for the employee to bring the minor child into the workplace or classroom, parents or caregivers must contact their immediate supervisor (employees) or course instructor (students) as soon as possible in order to make a request to bring a minor child to work or class.

Such arrangements are expected to be infrequent and temporary in nature. This allowance is not applicable to high-risk areas such as: laboratories, shops, studios, mechanical rooms, power plants, garages, food preparation areas, or any areas containing power tools or machinery with exposed moving parts.

If the primary considerations of health, safety, institutional liability, productivity, professionalism, or the quality of the working or learning environment are compromised by the frequency of the minor child’s presence, in the opinion of a supervisor or course instructor, the parent may be instructed not to bring the child into the workplace, or to request an exception. An exception requires written justification signed by the caregiver. The justification must be routed through and approved by the appropriate Senior Leadership Team member. Requests will be considered on a case-by-case basis and will be rare.

If a request is approved, the minor child must be directly supervised by the parent or caregiver at all times and the parent or caregiver is responsible for all aspects of the child’s behavior. The parent or caregiver may not ask any other employee, course instructor, or student to supervise the child.

Parents or caregivers must ensure that the presence of a minor child does not disrupt or interfere with the productivity of the work or learning environment. Parents or caregivers will be required to remove the minor child if the child’s behavior becomes disruptive or a distraction to other employees or students.

Minor children are not to have access to any confidential information at any time.

Responsibilities of the Employee Supervisor

A supervisor has the responsibility and right to instruct the parent not to bring the child into the workplace, to limit the frequency, or to request an exception if, in the judgment of the supervisor, the presence of the minor child compromises the health or safety of fellow employees, workplace productivity or the presence of a high quality working environment.

Supervisors are responsible to give appropriate consideration to mothers who wish to breastfeed their infants at work and report the same to the applicable Senior Leadership Team member. Supervisors are expected to work with the Human Resources to ensure that mothers have reasonable accommodation to do so in private.

Supervisor should consult the Human Resources if there is any concern of question regarding an employee’s request to bring a minor child to the workplace.

Responsibilities of the Course Instructor

A course instructor has the responsibility and right to have the student remove the minor child if, in the judgment of the course instructor, the presence of the minor child compromises the health or safety of fellow students, classroom productivity or the presence of a high quality learning environment.

A course instructor should consult with his or her department chair if there is any concern of question regarding a student’s request to bring a minor child to class.

RELATED POLICIES

Activities and Programs with Minor Children Participants Policy

Child Abuse and Maltreatment Policy

2.5.4 College Space Policy

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<th>COLLEGE SPACE POLICY</th>
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<td>Applicability:</td>
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<td>History:</td>
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PURPOSE

This policy is intended to provide a centralized structure to manage all Canisius College property and facilities as deemed appropriate to:

- Accomplish the mission of the college;
- Implement established priorities;
- Attain a safer and healthier environment;
- Achieve operational efficiency and economy; and
- Improve the land use, space utilization, or appearance of the institution.

POLICY

All space at the college belongs to Canisius College. The college will allocate and reassign space to best support and further the college’s academic mission and priorities. All college space allocations, space utilization, requests for space changes, or additions must be approved by the college president in accordance with the procedures and policy guidelines set forth in this policy.

DEFINITIONS

College Space—a contiguous area on the college campus that accommodates a single use. “Space” can refer to interior or to exterior space.

PROCEDURES/GUIDELINES

Goal

Implementing this policy will serve to raise the assurance that all Canisius College property and facilities are deemed necessary and are planned:

- Integrally, with strategic, academic, and financial planning initiatives;
- Comprehensively, and in coordination with concurrent plans;
- Responsibly, in pursuit of optimum allocation, utilization, and operation; and
- Fiscally, for the maximum benefit of available resources; and aesthetically, to express an image that Canisius College is a place of quality, excellence, and rich tradition.

Responsibility

The Office of Facilities Management will be responsible for the development of procedures for campus planning, capital project planning, and space management which incorporate and complement existing policies for the main campus and other properties, as well as managing space on campus.

A Facilities Project Working Group designated by the president will be responsible for reviewing college space allocations, space utilization, requests for space changes, or additions and for making recommendations to the president for approval. The Facilities Project Working Group will consist of:

- vice president for business and finance;
- vice president for student affairs;
- vice president for academic affairs;
- associate vice president for academic affairs;
- faculty representation; and
- director of facilities management.

The Facilities Project Working Group shall meet at least once a semester.

Procedures

Any department requiring additional space or modification to existing space shall complete a Facilities Project Request form. All requests are subject to an approval process which starts with a review by the requestor’s budget owner. If approved by the budget owner, then the request is reviewed by the department vice president. The department vice president can disapprove the request or direct it to the Facilities Project Working Group for further review. The Facilities Project Working Group will review and evaluate requests based on the space policy goals as enumerated in this policy. The Facilities Project Working Group shall meet at least twice a semester or as necessitated by the urgency of a request.

RELATED POLICIES

Debt Management Policy

Event Management Policy for External Clients

Event Management Policy for Internal Users

Credit Card Marketing Policy

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<tr>
<th>CREDIT CARD MARKETING POLICY</th>
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<tr>
<td>Effective Date: May 8, 2017</td>
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PURPOSE
The purpose of this policy is to comply with NYS Education Law Section 6437, which prohibits the advertising, marketing, or merchandising of credit cards on college campuses.

POLICY
Pursuant to NYS Education Law Section 6437, Canisius College prohibits the advertising, marketing, or merchandising of credit cards to students on college owned, operated, or controlled property, and at any college-sponsored events. This prohibition applies to all banks and other commercial entities (including their third-party representatives) that engage in the on-campus marketing of credit cards to students through solicitation activities.

DEFINITIONS
Not Applicable.

PROCEDURES/GUIDELINES
Not Applicable.

RELATED POLICIES
Not Applicable.

2.5.6 Demonstrations on Campus Policy

DEMONSTRATIONS ON CAMPUS POLICY

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<th>Effective Date:</th>
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<td>Responsible Officer:</td>
<td>President</td>
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<tr>
<td>Applicability:</td>
<td>All members of the Canisius College community.</td>
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PURPOSE
The purpose of this policy is to promote the academic mission of the college by providing students and employees with an environment that encourages and promotes the dissemination of information and the pursuit of knowledge. Demonstration is a natural part of fulfilling that mission, as long as they occur in a manner that is respectful of and does not infringe on the rights or safety of others, does not damage property, and does not disrupt normal college operations.

POLICY
Demonstrations by members of college community must be registered and approved in writing 72 hours in advance by the president’s office, which will then notify Public Safety of the approval. Demonstrations may be organized and led only by members of the Canisius College community.
Demonstrations or other forms of expression may not compromise the rights of other members of the college community, nor interfere materially with the general operation of Canisius College. Free speech is a cherished foundation of academia. Forms of expression, however, may not be contrary to the college mission or demean or degrade individuals on the basis of a protected class as set forth in the college’s Notice of Non-Discrimination Statement.

Sponsorship or participation in demonstrations in no way relieves the individuals or organizations involved in such activities of responsibility for their conduct. Individuals and organizations sponsoring or participating in demonstrations are accountable for compliance with applicable laws, this policy, and other applicable college policies.

DEFINITIONS

_Demonstrations_—includes the presence of one or more persons on the Canisius College campus with the intent to express a particular point of view in a manner that attracts attention, as in protests, rallies, sit-ins, vigils, or similar forms of expression.

PROCEDURES/GUIDELINES

All approved demonstrations (and expression of any form) at Canisius College must be peaceful and orderly and confined to campus and the hours approved by the president’s office.

In the event or threat of a non-approved demonstration or an approved demonstration that is not peaceful or orderly or otherwise violates this policy, the emergency demonstration procedures set forth in the Canisius College Crisis Response Plan will be implemented.

Individuals violating this policy are subject to disciplinary action.

RELATED POLICIES

Crisis Response Plan TBA

Freedom of Expression Policy

Notice of Non-Discrimination Statement (TBA, will be included in Volume II)

Political Activities and Speakers Policy

Sexual and Gender-Based Misconduct Policy

2.5.7  Event Alcohol Policy

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<th>EVENT ALCOHOL POLICY</th>
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PURPOSE

The purpose of this policy is to establish policies, procedures, and guidelines for the service of Alcohol at a Canisius College facility or facilities.

POLICY

A liquor license or catering permit is required for all events at which alcohol is served on Canisius College premises. In addition, compliance with the procedures and policy guidelines set forth in this policy, as well as the Canisius College Alcohol and Drug Policy and other applicable college policies, is required.

DEFINITIONS

_Alcohol or Alcoholic Beverages_—any alcoholic liquor, wine, cereal malt beverages, or beer.

_Alcoholic Liquor_—any wine, whiskey, gin, vodka, or any other intoxicating liquor.

_Cereal Malt Beverage_—any beverage having more than 3.2% alcohol by weight produced by fermentation and not by distillation.
Beer—any beverage having more than 3.2% alcohol by weight produced by fermentation.

PROCEDURES/GUIDELINES

Permits
1. A liquor license or catering permit is required for all events at which alcohol is served on Canisius College premises.
2. The Canisius College liquor license covers the following buildings and their corresponding types of bars:
   - Student Center – full bar: beer, wine, and liquor
   - Montante Cultural Center – full bar: beer, wine, and liquor
   - Palisano Pavilion and the cement front patio – beer and wine ONLY
   - Patrick Lee

1. During NCAA athletic events and at functions where admission fees are charged, Alcohol cannot be served on college premises. For all other functions the proper permit must be obtained. The college reserves the right to determine whether alcohol may be served at any event in accordance with this policy.
2. All other facilities, spaces, and grounds not covered by the Canisius College liquor license require a temporary catering permit from the New York State Liquor Authority in order to serve alcohol at an event.
   1. The sponsoring organization is responsible for requesting a catering permit through New York State no later than thirty days prior to the event date.
   2. The sponsoring organization is responsible for the permit fee.
   3. Any questioning of the policy regarding the temporary catering permit should be directed to the appropriate vice president.

General Event Guidelines
These guidelines apply to ALL events on the Canisius College campus.

1. The sponsor of the event must complete an event request form either online with the online event space/request form.
2. For all events serving alcohol, Public Safety must be notified of the event by the Office of Event Services. Public Safety will determine the number of personnel appropriate for the event. The event sponsor is responsible for the payment of security personnel. See Security Guidelines.
3. The college’s dining management company must order the alcohol for the event. A trained bartender employed by the college’s dining management company is responsible for checking the wristbands and is to serve alcoholic beverages only to persons legally permitted to consume or make a purchase.
4. The college’s dining management company, as an agent for Canisius College, may refuse sales or service of alcohol to anyone who is believed to be intoxicated and may pose a risk to themselves or others. The dining management company will inform the on-site event organizer and or Public Safety of the decision to refuse service.
5. The event sponsor is responsible for the payment of the dining management company’s bartender(s) and wristband(s). Any questioning of this procedure should be directed to the appropriate vice president.
6. Canisius College cannot legally accept and distribute donated alcohol / liquor unless it is donated from or through a wholesaler / distributor or winery. Wholesaler / distributor or winery is defined as businesses from which the college would purchase alcohol.
   1. Canisius College requires that the wholesaler / distributor or winery to provide the college with a donation receipt.
   2. The wholesaler/distributor or winery is responsible for the delivery of the donated alcohol. The college then becomes the owner of the donated alcohol. The sponsoring organization cannot leave the premises with the alcohol.
   3. All alcohol orders must be received 14 days prior to the event date.
   4. The service of alcohol must, at all times, conform to state and local laws, and the college’s Community Standards.
   5. The consumption of alcohol may not be the focus of an event.
   6. Alcohol may not be carried onto or off the premises of a permitted area by anyone other than a staff member from the college’s dining management company.
   7. The sponsor must provide:
      1. Non-alcoholic beverages; and
      2. A substantial amount of food, consistent with the number of anticipated guests.

Identification Checks
In addition to the general event guidelines, the following must be adhered to when students attend events:

1. Students will be admitted to events with alcohol only with a valid Canisius College ID card. Students of legal drinking age must also present a valid driver’s license or legal government identification for proof of legal age prior to being served alcohol at the event;
2. The college’s dining management company will hire a wristband distributor who is responsible for assisting Public Safety personnel by placing wristbands on students who are eligible to purchase or consume alcoholic beverages. Payment for the wristband distributor will be the responsibility of the sponsor.
   1. Upon request, a comprehensive list of Canisius Students that are of legal age will be provided by the Office of Student Life and will be in the possession of the wristband distributor; and
   2. Wristbands can be supplied by the college’s dining management company.
   3. The dining management company’s bartender is responsible for checking the wristbands and is to serve alcoholic beverages only to persons legally permitted to consume or make a purchase.
   4. External clients are asked to assist the Public Safety officer, wristband distributor and the bartender in identifying which of their guests are underage.

Publicity
All publicity regarding the event at which alcohol is served must be approved through the Office of Student Life. To be approved, publicity must:
1. Conform to state and local laws;
2. Include the name of the sponsoring organization;
3. State that a valid driver’s license or legal government identification is required to determine whether persons may consume alcoholic beverages;
4. NOT contain visual representations of such items as foaming mugs, beer cans, kegs, or other items promoting alcoholic beverages; and
5. NOT give any single refreshment undue emphasis, though it may state the variety of refreshments available.

Student Club and Organization Sponsored Events

Event Planning

1. All student organization events where alcohol is served must be registered and pre-approved by the Office of Student Life. The Office of Student Life will assist all student organizations in the development of their event (i.e. completing the event request form).
2. For all student organization events where alcohol is served, Public Safety must be contacted and will determine the number of officers appropriate for the event.
   • The Office of Student Life will notify the Office of Event Services of the need for Public Safety.
   • The Office of Event Services will contact Public Safety for all security arrangements.
   • The student organization is responsible for the payment of Public Safety officers.
1. Student organization advisors will:
   • Be notified of all space reservations and security arrangements for the event by the Office of Student Life.
   • Must approve and be in attendance during the entire event where alcohol is served; and
   • Terminate the function if college policies are not followed.
1. Identification Checks: In addition to the general event guidelines, the following must be adhered to when students attend events:
   • Students will be admitted to events with alcohol only with a valid Canisius College ID card AND a valid driver’s license or legal government identification for proof of legal age.
   • The college’s dining management company will hire a wristband distributor who is responsible for assisting Public Safety personnel by placing wristbands on students who are eligible to purchase or consume alcoholic beverages. Payment for the wristband distributor will be the responsibility of the sponsor: (a) Upon request, a comprehensive list of Canisius Students that are of legal age will be provided by the Office of Student Life and will be in the possession of the wristband distributor; (b) Wristbands can be supplied by the college’s dining management company.
1. The college’s dining management company will hire the appropriate number of bartenders. The student organization is responsible for the payment of these bartenders and will be billed for their services.
2. The sponsoring organization must post hours of service at all bars. The service of alcohol must cease at least thirty minutes prior to the end of the event.

Security Guidelines

1. For all events serving alcohol, Public Safety must be contacted at least fourteen (14) days prior to the event to determine the security needs of the event.
2. Depending upon the nature of the event, either:
   • At least one Public Safety officer will be hired to be in attendance at the event. Additional officers may be required as determined by the Department of Public Safety, the Office of Event Services, and the Office of Student Life; and
   • Public Safety staff will monitor the event with on-duty officers.
1. Responsibilities of Public Safety officer(s) will include:
   • Checking identification at the entrance of the event;
   • Monitoring the perimeter of the alcohol permit area;
   • Handling disturbances;
   • Assisting at the points of sale of service as necessary; and
   • Terminating an event if any college policies are not followed.
1. The event sponsor is responsible for paying Public Safety.

Disclaimer

This policy is subject to change.

RELATED POLICIES

Event Alcohol Policy

2.5.8 Event Management Policy for External Clients

EVENT MANAGEMENT POLICY FOR EXTERNAL CLIENTS

Effective Date: May 8, 2017
PURPOSE

The purpose of this policy is to establish policies, procedures, and guidelines for the rental of Canisius College facility or facilities by external clients.

POLICY

The college’s facilities are primarily used to support its educational mission. After meeting the space needs of the college’s faculty, staff, and students, facilities may be rented to external clients at the discretion of the Office of Event Services, with the approval of the vice president for student affairs.

The facilities of Canisius College are private property, and the college reserves the right to control access to its campus.

All clients must comply with all college policies and procedures, as well as any terms set forth in a facility use agreement. Such terms may include, but are not limited to, requirement for background checks, sexual abuse awareness training, waivers of liability, reservation deposits, and certificates of insurance.

Canisius College reserves the right to cancel a reservation if the confirmed facilities/grounds are needed by the college. These instances are rare, and every attempt will be made to avoid this situation.

The client is also responsible for any/all additional charges for the event, including but not limited to, additional equipment, staff, security, and housekeeping services (see Billing and Charges in the Procedures/Guidelines section below).

In addition to the above, the policies and procedures set forth in the Procedures/Guidelines section of the Policy must be followed.

DEFINITIONS

External Clients— anyone renting the college’s facilities for non-college business or private use.

Facility/Facilities— all buildings, land, and property of Canisius College.

PROCEDURES/GUIDELINES

Event Reservation Guidelines

1. All room reservations for events utilizing facilities/grounds that are not primarily used for academic classes, religious events, or athletic practices/competitions are requested through the Office of Event Services.
2. If the client’s preferred facility is not available, the Office of Event Services will:
   • Suggest an alternative location for the event.
   • Reserve the appropriate facility for each event based on attendance and type of event.

1. Reservation Timetable
   • No more than three (3) holds can be made per specific event.
   • Once the reservations are made, please follow the timetable below to confirm the event date:

<table>
<thead>
<tr>
<th>Reservations that are made:</th>
<th>Timeframe to confirm a reservation</th>
</tr>
</thead>
<tbody>
<tr>
<td>One year or more prior to the event date</td>
<td>Five months</td>
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<tr>
<td>Less than one year to two months prior to the event date</td>
<td>30 days</td>
</tr>
<tr>
<td>Less than two months prior to the event date</td>
<td>14 days</td>
</tr>
<tr>
<td>Less than one month prior to the event date</td>
<td>4 days</td>
</tr>
</tbody>
</table>

Note: External clients are not permitted to book events during the academic year (August-May) one year prior to event date.
5 It is the client’s responsibility to keep the Office of Event Services apprised of the status of their event, especially when a tentative space reservation is no longer needed.

6 If the event cannot be confirmed within the applicable timeframe, and there is no communication from the client, the client will be contacted regarding the release of all their event request hold dates. The initial requestor can make another hold request for the same dates based on availability.

7 Conflict Resolution: Scheduling conflicts will be resolved by the Office of Event Services, based upon earliest reservation date. Priority will be given if the event is an annual college event that is important to the operation of the college’s mission. In the event a conflict cannot be resolved to the satisfaction of all parties, the vice president for student affairs will make the final decision.

Event Cancellation/Change Policy

1. Event Cancellation for External Clients – External clients that need to cancel their event should adhere to the Space Rental Agreement /Contract and contact the Office of Event Services at 716-888-2180.
2. Changes to an event setup must be made more than 14 business days in advance of the event.
3. Catering Cancellation: If the event includes catering services, the client must also cancel food orders by contacting the college’s dining management company with the event date, time and location. Clients will be charged 10% of the cost of the catering order if the order is not canceled within the appropriate time frame. If the event is not canceled, the client will be billed for the full amount of the catering order.
   - Events with catering orders greater than $100.00 must be canceled at least five business days prior to the event;
   - Events with catering orders less than $100.00 must be canceled at least two business days prior to the event.

Event Guidelines for External Users

1. Reservations - External users must first contact the Office of Event Services at (716) 888-2180 to provide a full description of their event and request facilities/grounds and resources for their event.
2. Approval – The Office of Event Services will review the event request, approve it, schedule the event and issue an event confirmation number via email. In general, all clients will be notified of their event request status within two business days of its submittal.
3. Room Setups/Audio/Visual/Media Needs – The client must contact and work directly with the Office of Event Services to request all room set-ups and audio/visual/media equipment. All set-ups must be submitted 14 days prior to their event date. Services cannot be guaranteed after that date; see billing and charges.
4. Event Reservation Time - It is Canisius College’s expectation of the client to adhere to the specified event reservation time.
5. It is the client’s responsibility to return the room to its pre-event condition at the completion of the event. Failure to do so will result in charges, see billing and charges.
6. The college’s dining management company – If any food, beverage, or linen is to be provided, contact the college’s dining management company.
7. The Office of Event Services must be notified 14 days in advance if the event is to be catered.
8. Ordering Alcohol - If serving alcoholic beverages at the event, see the Canisius College Alcohol Policy for Events.

Facility Rental Fee Policy for External Clients

Upon receipt of a signed contract, 50% of the total rental is due. The balance is due 14 days prior to the event date. Any additional charges will be due upon completion of the event. For a timetable on the monetary refunds/charges for canceling a facility rental, see billing and charges. A final invoice will be issued to the client for any additional charges accrued upon completion of the event.

Event Equipment Policy

Equipment

1. The Office of Event Services coordinates the set-up of event equipment (tables, chairs, and media equipment, etc.) for all events.
2. External users may only use the college’s event equipment when the equipment is not required for other college-sponsored events.
3. If additional event equipment is required, an outside vendor must be secured to provide these services.
   - The Office of Event Services reserves the right to approve all outside vendors before contracts are signed with the vendor.
   - The client is responsible for paying the additional charges of the rental equipment; including delivery, set up, take down, and pick up by the vendor.
4. Canisius College furniture and event equipment is NOT to be moved without the consent of the Office of Event Services.
5. Canisius College furniture and event equipment cannot be moved off campus property.
6. Piano Use - Clients who wish to use any of the campus pianos will be charged for piano tuning by the college approved piano tuner.

Event Set-up Modifications

1. The Office of Event Services must be notified before an event if a change is to occur with the set up of the facility/grounds.
2. Under 10 business days prior to their event, clients will be assessed charges if they request modifications to be made to an agreed upon event set-up; see billing and charges.
3. For events that occur after operating hours, the client will be responsible for any payment for additional staff that is needed to support the event.

Media Center Services Policy for Support of Non-Classroom Events

Services Provided
The Media Center's primary function is to support academic classes. The Media Center also provides media equipment support for non-classroom events to the extent that resources are available. The Media Center will:

1. Set up all requested media equipment; and
2. Assist in training the client on the requested equipment if needed.

Procedure for Ordering Media Equipment and Services

1. The Office of Event Services will work with the client to determine the media equipment needed for the event and will request these services from the Media Center.
2. Event requests must be received at least 14 days in advance of the event date to ensure that the client's needs are accommodated. Late requests cannot be guaranteed.
3. If an outside vendor is needed or if additional labor is necessary, additional costs will be incurred at the client's expense.

Housekeeping Policy

1. It is the client’s responsibility to make sure the facility is returned to the condition in which it was received prior to the event.
2. The college’s dining management company will be responsible for cleaning up their equipment and supplies.

Decorations Policy

General Decorations Guidelines:

1. All decorations must be free-standing and self-contained.
2. Exit or exit signage cannot be blocked, hidden, or disguised.
3. Keep exits and corridors free and clear.
4. Extension cords are not permitted.
5. Decorations can be affixed to walls with painter’s tape only. The client is responsible to provide their own painter’s tape.

Prohibited Items/Decorations:

1. The use of nails, tacks, screws, or other sharp objects for securing materials to walls, lighting fixtures, ceilings or floors.
2. Hanging decorations from any life safety system devices including but not limited to smoke detectors, heat detectors, sprinkler heads, sprinkler pipes, fire extinguisher cabinets, emergency lights, etc.
3. Hanging decorations from cables or conduits.
4. Flammable decorations.
5. Flash pots, smudge pots, pyrophoric materials, or fireworks of any kind.
6. Decorations posted on official signs (e.g. STOP signs, college signs).
7. Banners which impede access to any building or more than 20 feet from the ground, without specific permission from the Office of Event Services.
8. All tape except painter’s tape. No tape is permitted on the glass in Palisano Pavilion. Painter’s tape is available in the Office of Event Services.
9. Helium balloons in Montante Cultural Center and Marie Maday Theater.
10. No decoration, sign, or posting of any kind may not be fixed, taped or glued to the floor of any building at any time.

Additional Decoration Guidelines

1. Candles may not be used by external client.
2. Confetti, mylar sprinkles, table centerpiece confetti, or other similar items are not permitted at an event as table decorations.
3. The client is responsible for removing and disposing of all decorations/signage at the completion of an event. See billing and charges.
4. The Office of Event Services reserves the right to inspect and approve all decorations.

Billing and Charges

Billing

External clients will receive a bill in the mail which may include but is not limited to:

1. Rental of the facility;
2. Security personnel;
3. Rental of equipment;
4. Additional housekeeping assistance; and
5. Additional labor (Event Staff, Set-up Staff support, etc.). The Office of Event Services will determine the appropriate number of event staff required per event.

Charges

1. Cancellations

Licensee may use the premises from the time stated only on the event confirmation and the agreement. If the licensee terminates the agreement, the following timetable will be used to assess fees:

<table>
<thead>
<tr>
<th>Time</th>
<th>Amount Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancellation of event 60 days or more prior to the event date</td>
<td>Full deposit refunded</td>
</tr>
<tr>
<td>-------------------------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Cancellation of event 31-59 days prior to the event date</td>
<td>50% of the deposit refunded</td>
</tr>
<tr>
<td>Cancellation of event 15-30 days prior to the event date</td>
<td>No refund of deposit</td>
</tr>
<tr>
<td>Cancellation of event 0-14 days prior to the event</td>
<td>Balance of invoice due</td>
</tr>
</tbody>
</table>

- The college reserves the right to terminate the agreement by giving the licensee written notice of its intention to terminate at least 14 days prior to the event date. Notwithstanding the foregoing, the college may require that licensee vacate the Premises immediately if the licensee is in violation of the agreement.

1. Equipment

- If any damage or loss occurs to the event equipment during use, the client will be charged the replacement cost of the damaged equipment.
- If any equipment is relocated without permission, the client will be assessed a $50.00 charge.
- All costs associated with equipment rentals are the responsibility of the client.
- If equipment is requested late, the client will be assessed a $50.00 charge. Additional charges may be incurred due to the complexity of the request.

1. Event Set-up Modifications

- If a client changes the set-up to a facility/grounds and it is not returned to its pre-event status, the client is subject to a $25.00 per hour staffing charge (minimum 1 hour).
- Late Requests – a charge will be assessed for requests that occur less than 10 business days prior to the event. These requests are those that require complex changes to an agreed upon set-up. Extra staffing will be assigned to accommodate this request. The client is subject to a $25.00 per hour staffing charge (minimum 1 hour).
- If any client uses a facility without a reservation: (a) The client is subject to a $25.00 per hour staffing charge (minimum 1 hour); and (b) Student clubs/organizations may be subject to disciplinary actions.

1. Housekeeping & Decorations – If any of the housekeeping policies are not adhered to, the client will be assessed a cleaning charge based on current housekeeping costs. (minimum 1 hour).

### Parking Policy for Campus Events

The college is governed by the parking regulations. Client with concerns over parking should contact Public Safety at (716) 888-2330.

### Public Safety for Campus Events

Public Safety officers may need to be present at an event. Determining factors include, and are not limited to:

1. Whether or not alcohol is being served;
2. The number of people attending the event;
3. The age group of those attending;
4. If the event involves a high profile speaker/entertainer;
5. If the event is open to the public

The director of public safety will determine the number of Public Safety officers required or if an outside security company will be necessary at the event. If it is determined that an officer(s) needs to be present at the event, additional charges will be applied. All charges are the responsibility of the client.

### Interruption or Termination of an Event

Public Safety and/or the Office of Event Services shall retain the right to interrupt an event in the interest of public safety, and to likewise terminate an event when, in the sole judgment of Public Safety and/or the Office of Event Services, such termination is necessary in the interest of public safety.

### Promotional Disclaimer

External users may not state or imply Canisius College sponsorship or endorsement of their activities without the college’s consent. Promotional material and advertising for non-college sponsored activities must include a disclaimer that the event is not a Canisius College program.

### RELATED POLICIES

- Activities and Programs with Minor Children Participants Policy
- Event Alcohol Policy
- Event Management Policy for Internal Users
- Political Activities and Speakers Policy

### 2.5.9 Event Management Policy for Internal Users
# EVENT MANAGEMENT POLICY FOR INTERNAL USERS

<table>
<thead>
<tr>
<th><strong>Effective Date:</strong></th>
<th>May 8, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Policy Number:</strong></td>
<td>II – 2.5.9</td>
</tr>
<tr>
<td><strong>Supersedes:</strong></td>
<td>Not Applicable.</td>
</tr>
<tr>
<td><strong>Issuing Authority:</strong></td>
<td>President</td>
</tr>
<tr>
<td><strong>Responsible Officer:</strong></td>
<td>Vice President for Business and Finance</td>
</tr>
<tr>
<td><strong>Applicability:</strong></td>
<td>All Canisius College faculty, staff, and departments seeking to sponsor an event on campus.</td>
</tr>
</tbody>
</table>

## PURPOSE

The purpose of this policy is to establish policies, procedures, and guidelines for Canisius College faculty, staff, departments, and student organizations/clubs seeking to sponsor an event on campus.

## POLICY

Canisius College faculty, staff, departments, and student organizations/clubs may sponsor an event on campus as long as the program supports the college’s mission.

Canisius College faculty, staff, departments, and student organizations/clubs holding an event or activity ("sponsor") will serve as the primary contact for all the details of an event, ensure that the event complies with applicable college policy (e.g., Community Standards) and a representative from the sponsoring organization must be present at the event.

All charges associated with the event will be paid by the department, program, or the student club/organization.

If a sponsor does not comply with the policies of the Office of Event Services, the college reserves the right to refuse use or rental of space.

In addition to the above, the policies, procedures, and guidelines set forth in the Procedures/Guidelines section of the policy must be followed.

## DEFINITIONS

**Facility/Facilities**—all buildings, land, and property of Canisius College.

## PROCEDURES/GUIDELINES

### Event Reservation Guidelines

1. All room reservations for events utilizing facilities/grounds that are not primarily used for academic classes, religious events, or athletic practices/competitions are requested through the Office of Event Services via the online event request process.

2. The Office of Event Services reserves the right to reserve the appropriate facility for each event based on attendance and type of event.

3. If the client’s preferred facility is not available, the Office of Event Services will: (a) suggest an alternative location for the event; and (b) reserve the appropriate facility for each event based on attendance and type of event.

4. **Reservation Timetable:**

   - No more than three (3) holds can be made per specific event.
   - Once the reservations are made, please follow the timetable below to confirm the event date:

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</table>

1. It is the client’s responsibility to keep the Office of Event Services apprised of the status of their event, especially when a tentative space reservation is no longer needed.
2. If the event cannot be confirmed within the applicable timeframe, and there is no communication from the client, the client will be contacted regarding the release of all their event request hold dates. The initial requestor can make another hold request for the same dates based on availability.

3. Conflict Resolution: Scheduling conflicts will be resolved by the Office of Event Services, based upon earliest reservation date. Priority will be given if the event is an annual college event that is important to the operation of the college’s mission. In the event a conflict cannot be resolved to the satisfaction of all parties, the vice president for student affairs will make the final decision.

Event Cancellation/Change Policy

1. Event Cancellation:
   1. Faculty, Staff, Departments: (i) Events scheduled through the Office of Event Services may be cancelled via email or by contacting the office at 716-888-2180; A change of event date within 10 business days of the event is considered an event cancellation; (ii) An event cancellation less than 24 hours before the event requires the client to cancel his/her event by calling (716) 888-2180 AND by using the Cancel Your Event box. When contacting, please provide the event name, event date, time, location, and event reservation number.
   2. Student Clubs/Organizations: (i) If the student organization needs to cancel an event, they must contact the Office of Event Services and Student Life. A change of event date within 10 business days of the event is considered an event cancellation; (ii) If the student organization needs to cancel an event within 24 hours from their start time, they must contact the Office of Event Services at (716) 888-2180 or eventmgmt@canisius.edu and the Office of Student Life.
   3. Catering Cancellation: If the event includes catering services, the client must also cancel food orders by contacting the college’s dining management company with the event date, time and location. Clients will be charged 10% of the cost of the catering order if the order is not canceled within the appropriate time frame. If the event is not canceled, the client will be billed for the full amount of the catering order.

   • Events with catering orders greater than $100.00 must be canceled at least five business days prior to the event;
   • Events with catering orders less than $100.00 must be canceled at least two business days prior to the event.

Event Guidelines for Faculty Staff, College Departments and Student Organizations/Clubs Sponsoring College Events:

1. Reservations –
   1. Faculty, Staff, and Departments: Canisius College faculty, staff, and departments must first complete an online request reservation form (R25) to request facilities/grounds and resources for their event.
   2. Student Club/Organizations: All student clubs/organizations must complete and submit the Student Club/Organizations the online Event Request Form to from the Office of Student Life at least 21 days prior to the event to ensure proper planning and coordination. Student clubs/organizations will receive an event approval email confirmation within 72 hours after the event request has been submitted, prior to the space and event confirmation from Event Services.
   3. Approval –
      1. Faculty, Staff, and Departments: The Office of Event Services will review the event request, approve it, schedule the event, and issue an event confirmation number via email. In general, all clients will be notified of their event request status within one week of its submittal.
      2. Student Clubs/Organizations:
         i. Complete and submit the online Student Club/Organization Event Request Form is available through the Office of Student Life or online.
         ii. Submit the completed form to the Office of Student Life.
         iii. An Office of Student Life staff member will review the request form and view the campus calendar for space availability and event conflicts.
         iv. If the date requested is unavailable or the event is not approved by the Office of Student Life, the club will be notified via email and they must submit a new request.
         v. If the date and space requested is available AND the event is approved, an Office of Student Life staff member will submit the request to the Office of Student Life using online event request system.
         vi. The Office of Management Services will review the Online Reservation request and schedule the approved event and issue an event confirmation number.
         vii. The Office of Student Life will forward the approved confirmation number to the club/organization contact person listed on the Event Confirmation Report.

1. Room Setups/Audio/Visual/Media Needs – The client must contact and work directly with the Office of Event Services to request all room set-ups and audio/visual/media equipment. All set-ups must be submitted 10 BUSINESS DAYS PRIOR to their event date. Services cannot be guaranteed after that date. Late requests may incur a charge (see billing and charges).

2. Program Changes – All program changes including, but not limited to location, event start/end time, set-up, and audio/visual/media needs, are to be made in the Office of Event Services and the Office of Student Life by the student club/organization.

3. Change of Program Date:
   1. If the student club/organization needs to change the date of their event the club/organization must contact the Office of Student Life to review with their staff the possible date change;
   2. If the date change is approved, the Office of Student Life will resubmit a new web event request form to the Office of Event Services, repeating the event scheduling process.
   3. Program Cancellation – If the student organization needs to cancel an event, see Event Cancellation/Change Policy.
   4. Event Reservation Time - It is Canisius College’s expectation of the client to adhere to the specified event reservation time.
5. It is the client’s responsibility to return the room to its pre-event condition at the completion of the event. Failure to do so will result in charges (see billing and charges).
6. The Dining Management Company – If any food, beverage, or linen is to be provided, contact the college’s dining management company. The Office of Event Services must be notified 10 business days in advance if the event is to be catered.

Basic Catering Guidelines

- The college’s dining management company has exclusive catering rights to all college facilities unless waived by the director of the company.
- Due to health codes, the college’s dining management company requires that there only be one food provider at an event. Partial orders are not permitted and will not be accepted.
- If outside caterers are to be used, they must be all inclusive. All catering supplies are the responsibility of the faculty, staff, departments, and student clubs/orGANizations and will not be provided by the college’s dining management company.
- Persons wishing to use an outside caterer must obtain a signed waiver from the vice president for business and finance and present the waiver to the college’s dining management company.
- Approved outside caterers must provide a certificate of insurance to the college prior to an event.

1. Ordering Alcohol - If serving alcoholic beverages at the event, see the Canisius College Alcohol Policy for Events.
2. Billing – Internal clients will pay for all additional charges for the event, to include but not limited to additional equipment, staff, security, and housekeeping services (see Billing and Charges). In rare circumstances, these charges may be waived.

Event Equipment Policy

Equipment

1. The Office of Event Services coordinates the set-up of event equipment (tables, chairs, and media equipment, etc.) for all events.
2. If additional event equipment is required, an outside vendor must be secured to provide these services.
   - The Office of Event Services reserves the right to approve all outside vendors before contracts are signed with the vendor.
   - The client is responsible for paying the additional charges of the rental equipment; including delivery, set up, take down, and pick up by the vendor.

1. Canisius College furniture and event equipment is NOT to be moved without the consent of the Office of Event Services.
2. Canisius College furniture and event equipment cannot be moved off of the campus property.
3. Piano Use - Clients who wish to use any of the campus pianos will be charged for piano tuning by the college approved piano tuner.

Event Set-up Modifications

1. The Office of Event Services must be notified before an event if a change is to occur with the set up of the facility/grounds.
2. For events that occur after operating hours, the client will be responsible for any payment for additional staff that is needed to support the event.

Media Center Services Policy for Support of Non-Classroom Events

Services Provided

The Media Center’s primary function is to support academic classes. The Media Center also provides media equipment support for non-classroom events to the extent that resources are available. The Media Center will:

1. Set up all requested media equipment; and
2. Assist in training the client on the requested equipment if needed.

Procedure for Ordering Media Equipment and Services

1. The Office of Event Services will work with the client to determine the media equipment needed for the event and will request these services from the Media Center.
2. Event requests must be received at least 10 business days in advance of the event date to ensure that the client’s needs are accommodated. Late requests cannot be guaranteed.
3. If an outside vendor is needed or if additional labor is necessary, additional costs will be incurred at the client’s expense.

College Grounds Use Policy

1. Use of college grounds is limited to college-sponsored events. Reservations for college grounds need to be approved prior to the event by the Office of Event Services, which will consult with Facilities Management.
2. Tents – Outdoor events that require tents are the responsibility of the client.
   - Requests for tents on college property need prior authorization from the Office of Event Services and are subject to the permit and fee requirements of the City of Buffalo Bureau of Fire Prevention.
   - Tents cannot be placed in the fire lanes.
   - Stakes for tents or for other structures are not permitted. Only free standing or water barrel support systems are allowed.

1. Furniture – All tables, chairs, and all other equipment needed for an outdoor event must be procured from an outside vendor.
   - The Office of Event Services reserves the right to approve all outside vendors before contracts are signed with the vendor.
The client is responsible for paying the additional charges of the rental equipment; including delivery, set up, take down, and pick up by the vendor.

1. The use of lights (e.g. strands of Christmas tree lights) in the trees/foliage is not permitted without prior authorization from the Offices of Event Services and Facilities Management.
2. All bars set up outside to serve alcoholic beverages must be under a tent or awning according to the New York State Liquor Authority.

Housekeeping Policy

1. It is the client’s responsibility to make sure the facility is left in generally good condition after the event.
2. The college’s dining management company will be responsible for cleaning up their equipment and supplies.

Decorations Policy

General Decorations Guidelines:

1. All decorations must be free-standing and self-contained.
2. Exit or exit signage cannot be blocked, hidden, or disguised.
3. Keep exits and corridors free and clear.
4. Extension cords are not permitted.
5. Decorations can be affixed to walls with painter’s tape only.

Prohibited Items/Decorations:

1. The use of nails, tacks, screws, or other sharp objects for securing materials to walls, lighting fixtures, ceilings or floors.
2. Hanging decorations from any life safety system devices including but not limited to smoke detectors, heat detectors, sprinkler heads, sprinkler pipes, fire extinguisher cabinets, emergency lights, etc.
3. Hanging decorations from cables or conduits.
4. Hanging decorations from sprinkler pipes, cables or conduit.
5. Flammable decorations.
6. Flash pots, smudge pots, pyrophoric materials, or fireworks of any kind.
7. Decorations posted on official signs (e.g. STOP signs, College signs).
8. Banners which impede access to any building or more than 20 feet from the ground, without specific permission from the Office of Event Services.
9. All tape except painter’s tape. No taping is permitted on the glass in Palisano Pavilion in any buildings. It is the event sponsors responsibility to purchase and obtain the painter’s tape is available in the Office of Event Services.
10. Helium balloons are not permitted in the Montante Cultural Center, Marie Maday Theatre, and Science Hall Commons.
11. Facilit, staff, departments and student Organizations must request in writing and receive written approval from the Office of Event Services for helium balloon usage for all remaining areas.
12. No decoration, sign, or posting of any kind may not be fixed, taped or glued to the floor of any building at any time.

Additional Decoration Guidelines

1. Candles are not permitted.
2. Confetti, mylar sprinkles, table centerpiece confetti, or other similar items are not permitted.
3. The client is responsible for removing and disposing of all decorations/signage at the completion of an event. See billing and charges.
4. The Office of Event Services reserves the right to inspect and approve all decorations.

Billing and Charges

Billing

All billing will be submitted to the sponsoring organization. College clients will have their accounts deducted. The bill may include but is not limited to:

1. Security personnel;
2. Rental of equipment not already owned by the college;
3. Additional housekeeping assistance (if necessary); and
4. Additional labor (set-up staff support, etc.).

Charges

1. Cancellations: For events not canceled within the appropriate time frame, faculty, staff, departments, and student clubs/organizations will be charged 25% of the facility rental rate.
2. Equipment
   • If any damage or loss occurs to the event equipment during use, the client will be charged the replacement cost of the damaged equipment.
   • If any equipment is relocated without permission, the client will be assessed a charge.
   • All costs associated with external equipment rentals are the responsibility of the client.
   • If equipment is requested late, the client will be assessed a charge.
   • Additional charges may be incurred due to the complexity of the request.
1. Housekeeping & Decorations – If any of the housekeeping policies are not adhered to, the client will be assessed a cleaning charge based on current housekeeping costs.charge per cleaning hour (minimum 1 hour).
Parking Policy for Campus Events

The college is governed by the parking regulations. Individuals with concerns over parking should contact Public Safety at (716) 888-2330.

Public Safety for Campus Events

Public Safety officers may need to be present at an event. Determining factors include, and are not limited to:

1. Whether or not alcohol is being served;
2. The number of people attending the event;
3. The age group of those attending;
4. If the event involves a high profile speaker/entertainer;
5. If the event is open to the public.

The director of public safety will determine the number of Public Safety officers required or if an outside security company will be necessary at the event. If it is determined that an officer(s) needs to be present at the event, additional charges will be applied. All charges are the responsibility of the client.

Interruption or Termination of an Event

Public Safety and/or the Office of Event Services shall retain the right to interrupt an event in the interest of public safety, and to likewise terminate an event when, in the sole judgment of Public Safety and/or the Office of Event Services, such termination is necessary in the interest of public safety.

RELATED POLICIES

Activities and Programs with Minor Children Participants Policy
Event Alcohol Policy
Event Management Policy for External Clients
Political Activities and Speakers Policy

2.5.10 Event Cancellations Due to Severe Weather Policy

<table>
<thead>
<tr>
<th>EVENT CANCELLATIONS DUE TO SEVERE WEATHER POLICY</th>
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<tbody>
<tr>
<td>Effective Date:</td>
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<tr>
<td>Policy Number:</td>
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<tr>
<td>Supersedes:</td>
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<tr>
<td>Issuing Authority:</td>
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<tr>
<td>Responsible Officer:</td>
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<tr>
<td>Applicability:</td>
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</tbody>
</table>

PURPOSE

This purpose of this policy is to provide guidance to individuals, clients, departments, clubs, and organizations regarding the cancellation of events on the college campus due to severe weather.

POLICY

It is the responsibility of an event sponsor to follow the procedures set forth in this policy to cancel their event in the event of a severe weather situation.

DEFINITIONS

Not Applicable.

PROCEDURES/GUIDELINES

The following procedure is for the event sponsor, students, faculty, staff, and departments, to cancel their event on campus due to severe weather conditions. It is the responsibility of the event sponsor to follow these steps to cancel their event in these situations:
1. Call Public Safety at 888-2330 to notify them of the event cancellation. (Public Safety can advise the event sponsor of the weather conditions on campus.)

2. Contact and/or leave message at the department that is responsible for the event:

   - For events coordinated with the Office of Event Services call 888-2180.
   - For events coordinated with Koessler Athletic Center call 888-3146.
   - For events coordinated with Campus Ministry call 888-2420.
   - If it is after hours, please leave a message at the above mentioned numbers as the appropriate staff will be checking messages during this period.

1. The event sponsor is also expected change their office/departmental voice mail message to state that the event has been canceled and any other pertinent information that they want to relay to their guests.

2. To cancel an event under normal situations, please refer to the “Event Cancellation/Change Policy” in the applicable Event Management Policy.

RELATED POLICIES

Crisis Response Plan TBA

Event Management Policy for External Clients

Event Management Policy for Internal Users

2.5.11 Facilities Maintenance and Repairs Policy

**FACILITIES MAINTENANCE AND REPAIR POLICY**

<table>
<thead>
<tr>
<th>Effective Date:</th>
<th>May 8, 2017</th>
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<tbody>
<tr>
<td>Policy Number:</td>
<td>II – 2.5.11</td>
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<tr>
<td>Supersedes:</td>
<td></td>
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<tr>
<td>Issuing Authority:</td>
<td>President</td>
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<tr>
<td>Responsible Officer:</td>
<td>Vice President for Business and Finance</td>
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<tr>
<td>Applicability:</td>
<td>All members of the Canisius College Community.</td>
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<tr>
<td>History:</td>
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**PURPOSE**

The purpose of this policy is to ensure maintenance and repair work on campus is being conducted and performed in a safe and cost effective manner, as well as to provide members of the campus community with a means of obtaining Facilities Management services.

**POLICY**

Facilities Management is responsible for the management and oversight of maintenance, repairs, renovations, and alterations to utilities, facilities, and land improvements on campus. Members of the campus community not employed by Facilities Management are prohibited from attempting repairs, renovations, and alterations on campus.

**DEFINITIONS**

*Emergency Repair*—a situation that poses an immediate risk to health, property, or environment, requiring urgent intervention to prevent a worsening of the situation (plugged toilet, water overflowing, lock not functioning, etc.).

*Facilities*—all buildings, land, and property of Canisius College.

*Maintenance*—the routine repair or replacement of existing surfaces (wall finishes, flooring, ceiling) and building components subject to wear which does not change the structure.

**PROCEDURES/GUIDELINES**

Situations observed which appear to require maintenance, repair, renovation, or alteration must be reported to the Facilities Management Office via a Facilities Management work order request or by calling the Facilities Management Customer Service Center (716-888-2250) to report the problem. A technician will be dispatched to investigate the problem.

*Emergency Repairs*
All requests for work involving emergency repairs are to be made by calling Facilities Management at 716-888-2250, Monday through Friday between the hours of 8:00 am and 4:30 pm. Requests requiring emergency repair outside of those days and hours should be directed to Public Safety. This number is available 24 hours a day. Emergency repairs pose an immediate risk to health, property or environment, and require urgent intervention to prevent a worsening of the situation: plugged toilet, water overflowing, lock not functioning, etc.

**RELATED POLICIES**

- College Space Policy
- Crisis Response Plan TBA
- Emergency Notification and Response Policy

### 2.5.12 Key Policy

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<th>KEY POLICY</th>
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<td><strong>Applicability:</strong></td>
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<td><strong>History:</strong></td>
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**PURPOSE**

The purpose of this policy is to prevent unauthorized access to college facilities and spaces, enhance cost control, and promote a safe living, learning and working environment for members of the college community.

**POLICY**

Keys issued to campus personnel are the property of Canisius College. As such, unauthorized fabrication, duplication, possession or use of keys to Canisius facilities is prohibited.

Facilities Management is responsible for maintaining all locks on campus, including controlling, monitoring and distributing keys. Public Safety, with the assistance of Information Technology Services, is responsible for the oversight and management of the college card access system. Student Life is responsible for the oversight and management of college residence hall keys. Facilities Management will assist these offices with lock and/or key related issues.

Only authorized departmental key requesters are allowed to request keys through the Facilities Work Order system. Authorized departmental key requesters are designated by division vice presidents. A list of the authorized key requestors will be maintained in Facilities Management.

All personnel issued keys must safeguard those keys at all times. If a key is lost or stolen, the authorized departmental key requester, Public Safety and Facilities Management should be notified immediately so the security risk can be assessed and any action deemed appropriate to maintain a secure facility can be taken.

When personnel are reassigned or separate from the college all college keys must be returned to the department’s authorized key requestor or Human Resources. New keys will not be issued until Facilities Management receives the previously issued keys from the department’s authorized key requestor or Human Resources.

It is the policy of the college to limit and tightly control the number of keys to college facilities and spaces. All keys to college facilities and spaces are the property of Canisius College, and must be obtained and managed in accordance with this policy. It is the duty of Facilities Management, working under the direction of the Office of Business and Finance to implement this policy and its corresponding procedures and guidelines.

**DEFINITIONS**

Not Applicable.

**PROCEDURES/GUIDELINES**

Facilities Management is responsible for the maintaining of all locks on campus including but not limited to buildings, offices and furniture. Facilities Management will control and monitor the distribution of the keys associated with these locks. Public Safety is responsible for
the oversight and management of the card access system on the campus. Residence Life is responsible for the control, monitoring and the issuing of residence hall keys to the student residents. Facilities Management will assist both Public Safety and Residence Life with any lock or key issues that may require assistance.

Requests for the Production and Duplication of Keys

1. Facilities Management has the responsibility for the production and duplication of all keys used for both the exterior and interior access of all buildings.

Facilities Management will process and maintain a listing of all authorized key holders, and the designated access for each key.

1. Facilities Management will:
2. Process key reproduction requests that have been properly completed and submitted by the authorized key requester;
3. Keep an updated inventory of hardware and keys utilizing the college’s administrative software database;
4. Log each key request work order into the college’s administrative software database;
5. Log keys into the college’s administrative software database;
6. Log returned keys into the college’s administrative software database;
7. Implement a preventative maintenance schedule for repair or replacement of all college locks, padlocks, and door hardware;
8. Generate initial cores and keys as needed;
9. Maintain the security of the college’s master key system, system records, and all subsequent key and lock related inventory (key blanks, cores, lock hardware);
10. Destroy defective, deleted and outdated keys and maintain updated files;
11. Provide the vice president or department heads with computer printouts listing keys requested by them on an annual basis if so requested; and
12. Provide audits of keys on an as needed basis.

Approval Authorization

1. A list of the approving authority in each department is noted at the end of this document. If a specific authorization is not listed, please contact the ranking official within a department who will set policy and then inform Facilities Management of that decision so that key production can be administered.
2. Only authorized departmental key requesters are allowed to request keys. Only division vice presidents are authorized to designate an authorized departmental key requester.
3. Desk, file cabinet, display case, and all incidental keys other than college system keys may be requested by the person in a respective department who has access to the furniture by simply submitting an on-line request using the Facilities Management work order system and selecting Furniture Key/Lock when choosing the “work type” while navigating through the on-line work request process.
4. All issued keys will require the endorsement of the person authorized to grant permission for key reproduction. The key recipient must pick up and sign an acknowledgement when accepting the requested key from Facilities Management. Building occupants must not install personal locks on any facility, or where maintenance activities are required for building operation.
5. Authorized departmental key requesters will:
6. Initiate and complete the on-line Facilities Management Work Order Request form;
7. Receive issue and keep appropriate records of keys that have been assigned to them;
8. Keys issued are the requestor’s responsibility to safeguard at all times;
9. Keep all spare keys locked when not in use;
10. Turn in all defective and outdated keys to Facilities Management;
11. Ensure all departmental keys are retrieved from the key holder prior to their departure from the college or reassignment within the college to another location where previous keys issued are not needed. Upon reassignment to another department no new keys will be issued until the previous keys issued have been returned to Facilities Management; and
12. Report lost key information to Facilities Management, as well as Public Safety.

Initial Issue and Re-Issue of Keys

1. All key requests must be processed using the on-line Facilities Management Work Order Request Form.
2. Broken key(s) should be delivered to Facilities Management along with the system auto-assigned work order number submitted by the authorized departmental key requester before duplication and re-issue can be completed.

Lost or Stolen Keys

1. In the event of lost or stolen keys, the authorized departmental key requester, Public Safety and Facilities Management should be notified immediately. The authorized departmental key requester must submit an on-line Facilities Management Work Order Request Form noting the following information in the description field: (a) The name of the person whose key was lost or stolen (“key recipient”), (b) The date the key was lost or stolen, and (c) If known, where the key was lost or stolen. Only after all steps noted above have been completed will Facilities Management begin to process the order. Facilities Management will determine if lock core changes are required. If no lock core changes are required, a duplicate key(s) will be reissued. Otherwise, the campus locksmith or appropriate vendor will complete subsequent work.
2. Public Safety will inform Facilities Management of any reported lost key; follow with a report submitted to Facilities Management. Recovered keys are to be returned to Facilities Management.

Authorized Key Requestors

Each department has a designated key requester. This is usually the administrative associate for the department. If there is any question as to who the designated key requestor is please contact Facilities. The designated key requestor must initiate and complete the on-line Facilities Management Work Order Request Form. Facilities Management will validate that the person submitting the key request is an authorized departmental key requester. Without this authorization, Facilities Management will not be able to fulfill key orders.
2.5.13 Montante Cultural Center Usage Policy

Effective Date: May 8, 2017
Policy Number: II – 2.5.13
Supersedes: Not Applicable
Issuing Authority: President
Responsible Officer: Vice President for Business and Finance

Applicability: All Canisius College employees, faculty, students, college-recognized groups and visitor seeking to use the Montante Cultural Center.

### PURPOSE

The purpose of this policy is to establish procedures and guidelines for the use of the Montante Cultural Center.

### POLICY

This usage policy for the Montante Cultural Center (“Center”) works in conjunction with the Event Management policies. The rules herein must be adhered to absolutely by all sponsors/clients of the Center. See the Procedures/Guidelines for additional information.

### DEFINITIONS

Not Applicable.

### PROCEDURES GUIDELINES

#### Facility Hours

General operating hours are from 8:00 am to 9:00 pm Monday through Friday, and from 12:00 pm to 6:00 pm on Saturday and Sunday. Many Center staff are students and their hours are limited based on their academics therefore should the event require hours outside these general operating times, please notify the office of the event. Failure to adhere to scheduled usage time can result in an hourly penalty rate per hour.

#### Center Use

Canisius College events receive the highest booking priority. The Center is designed for lectures and non electronically amplified concerts.

Due to the limited space and constricted access, banquets are strongly discouraged and limited to Canisius College sponsors/clients only. Wedding ceremonies and receptions are not allowed in the Center.

Denial of reservation requests may/can be based on program content not appropriate to the facility as well as, anticipated attendance, and the event’s sound decibel levels.

#### Personnel

After examining an event’s requirements, the Center’s technical director and the Office of Event Services will determine the minimum number of personnel required, and will be available to assist a client in making arrangements for all necessary personnel for load-in, event set-up, rehearsal, performance and load/takedown/clean up.

Only qualified personnel are allowed to operate Center equipment. The Center reserves the right to designate event staff personnel where safety or expertise is a consideration. Client supplied volunteers may be allowed with prior approval from the Office of Event Services, if they are deemed to be qualified. An orientation will be scheduled, if needed.

At least three qualified and competent Center event staff members will be required to facilitate the sponsors / client’s event. These event staff members will act as the Center’s representatives regarding usage policies. Any disagreements or complaints regarding the event staff while using this facility should be referred to the technical director for resolution.

### Delivery and Storage of Goods
Any materials delivered to the Center when the client is not on the premises will require prior arrangements to be made with the Office of Event Services.

The Center can not accept any goods shipped to the client if any sum is to be paid to the carrier upon delivery.

Short term storage of client’s equipment may be provided by the Center subject to space availability.

No storage of flammables or chemicals is allowed.

Use of the Center does not allow client parking for any vehicle in the loading dock area unless prior arrangements have been made.

Technical

Technical Information Deadline:

An event program marked with the appropriate cues are due to the Center at least 10 business days prior to the client’s event. The event program should highlight:

- Stage layout;
- Lighting cues;
- All audio tracks to be played and their sources;
- All video cues and their sources;
- All material that is to be accessed from a PC (web/PowerPoint/video clips); and
- Listing of any special client requirements.

Failure to provide the Center with technical information on your reservation may result in extra cost and/or equipment being unavailable. The Center’s equipment inventory is limited and scheduled on a first-come, first-serve basis.

Technical Work

- Set construction is not allowed in the Center. No facility wall or ceiling surface may have any item attached to it with glue, tape, screws, nails, tacks or staples.
- Duct tape is not allowed on any surface in the Center.
- Following the performance, the Center must be immediately and totally cleared of all of non-college property, including trash not placed in appropriate containers, etc.

Technical/Production/Equipment Inventory

No Center equipment of any kind shall be used or changed without the approval of the technical Director or the Office of Event Services.

Sound

- Client’s event shall not exceed maximum sound decibel levels as established by the Center (maximum 95db average - all frequencies).
- As sound levels are a major concern of our patrons, the Center staff will have final authority to adjust house sound levels as necessary.

Special Effects/Decoration

- All incendiaries, explosives, lasers, strobes, fog machines, smoke effects involving fluids and gases are not allowed.
- Helium filled balloons of any kind are not allowed in the Center.
- Confetti, Mylar sprinkles, table centerpiece confetti, or other items are not permitted at an event in the Center.

Ancillary rooms

- The Center reserves the right to assign ancillary rooms to sponsors/clients and to reassign those rooms if necessary.
- Green room/dressing room, lobby, backstage, and stage areas must be kept clean, orderly and quiet.
- The green room/dressing room is provided for mutual use by all personnel associated with all events occurring in the Center therefore it is not a private space.

Pianos

- Client may reserve the use of pianos.
- The Center attempts to keep pianos in tune. If the client feels that the instrument needs tuning, it will be the client’s responsibility to cover the cost of the Center’s approved tuner.

House

Food and Drink: No food or drink is allowed in any seating area or the stage area at any time. It is the responsibility of the client to assure that all participants and all others associated with the event abide by this requirement at all times.

Audience Members: For reasons of safety, audience members are not to be allowed on stage before, during, or after performances.

Cast and Crew: All cast and crew members must enter the Center at the stage door entrance located on the south eastside on the Center.

Sponsors/clients must provide adequate adult supervision at all times and in all areas of the theatre for any event involving children.
2.5.14 Parking Policy

PURPOSE

The purpose of this policy is to establish the policies, procedures, and guidelines for parking and traffic on campus.

POLICY

Parking a vehicle on the college campus is a privilege. Any person who parks a vehicle on the Canisius College campus agrees to abide by the policies, regulations, procedures, and guidelines contained in this policy. Failure to abide by the policies, regulations, procedures, and guidelines contained in this policy may, at the college’s sole discretion, result in the imposition of fines, impoundment of the vehicle, towing, and storage of the vehicle at the owner’s expense, disposition of an abandoned vehicle, or any combination of these repercussions. Any unauthorized vehicle parked in a space marked “Handicap” or in a fire zone will be immediately ticketed and towed at the owner’s expense.

DEFINITIONS

Not applicable.

PROCEDURES/GUIDELINES

Although there are an adequate number of parking spaces available on campus, like any other college, parking may not be available as close as individuals would like to the particular building where they reside, work, or attend class. To help members of the campus community understand the parking regulations and avoid the unpleasant surprise of receiving a parking summons, an electronic distribution of the parking regulations is sent to all students, faculty, and staff at the beginning of the fall semester. In addition, each parking area is well marked with signs that indicate parking restrictions for that area. Enforcement of these regulations is necessary to ensure that all members of the Canisius community receive fair and consistent parking opportunities.

Parking on Campus

Only vehicles that display a Canisius College parking permit are entitled to park in campus lots. Permits are needed 24 hours a day, year round. Possession of a parking permit entitles the registrant to park only if there is available space in the parking area for which the permit is valid. Although the college does not guarantee a parking space, there are an ample number of spaces available daily. During certain special events or occasions, parking restrictions will be regulated by Public Safety. Parking areas are not attended. The registrant should lock their doors and take steps to safeguard the vehicle and contents. Canisius College shall be exempt from any and all liability for any damage, theft, or injury to property and persons.

Student Permits

Upon course registration and then each year thereafter, student vehicles are registered on-line by simply going to myCanisius; login with username & password; click on Financial Services (left side), click Purchase Parking – follow the prompts (registrants will need vehicle description, license plate number, and payment information) – make sure to “submit”. Upon completion, students must come to the Student Records and Financial Services Office to obtain their parking hang tag.

Faculty/Staff Permits
Upon initial hire and then each August thereafter, staff/employee vehicles are registered on-line by simply going to myCanisius; login with username & password; click on Campus Services (left side), click Purchase Parking – follow the prompts (registrants will need vehicle description, license plate number, and payment information) – make sure to “submit”. Your parking hang tag will be sent to you via interoffice mail.

**Disabled Parking**

Employees who require special parking permissions (other than for a temporary disability) must obtain a Parking Permit for Persons with Disabilities from their respective communities. This will allow parking in any spot on the Canisius campus when combined with a Canisius parking tag. The permits are available by filing form MV-664 in the city, town or village in which you live. It requires confirmation of the disability by your doctor. For a short term special needs parking pass based on a disability or medical need, please contact the Human Resources Department to obtain a temporary parking permit.

**Visitor Parking**

Students having guests on campus should ensure that their guests are parked in an appropriate parking spot by contacting Public Safety at the time of the visit and by following parking directions given by public safety at that time.

Departments and offices are responsible for the parking of their guests. Each department/office must contact Public Safety prior to the event or visit to arrange for an appropriate place for their guests to park. The respective department/office will be responsible for communicating the parking information and directions to their guests. Guests who contact Public Safety after receiving a summons will be referred to the person, office, or department they were visiting. Short notice parking arrangements for events, meetings, etc., requiring multiple spaces is discouraged due to staffing needs, availability and other concerns.

**Parking Regulations/Enforcement**

Parking and traffic regulations are strictly enforced 24 hours a day, year-round.

Each registrant shall be responsible for ensuring that the permit is displayed on the vehicle and the vehicle is parked in the correct location.

Each Canisius College parking area is conspicuously posted with signs that indicate restrictions for that area.

All vehicles must be parked between marked parallel lines. Parking is prohibited in all driveways and entrances to all parking lots. No person shall park a vehicle on the premises of the college in such a manner as to interfere with the use of a fire hydrant, fire lane or other emergency zone, create any other hazard or unreasonably interfere with the use of a roadway or pedestrian way.

Motorcycles, mopeds, motor scooters and motor bicycles are not permitted to park on sidewalks, under building overhangs, inside courtyards or in buildings or interfere with pedestrian traffic.

Use of all lots is restricted to properly registered vehicles. Violators will be issued city of Buffalo parking summonses. Once issued, these summonses cannot be voided by Public Safety. All business must be conducted with the city of Buffalo Parking Violations Bureau. Parking on city streets is regulated by the city of Buffalo Police and Parking Violations Bureau.

Illegally-parked vehicles, those creating a hazard and abandoned vehicles are subject to towing and impoundment at the owner’s expense. Canisius College shall be exempt from any and all liability for any damage to the vehicle.

**Traffic Regulations**

People who drive vehicles on campus are subject at all times to the motor vehicle laws of the state of New York and, where applicable, to the ordinances of the city of Buffalo.

All persons are required to obey posted speed limits, traffic control devices, and posted parking requirements at all times.

A full stop at all stop signs is required. Pedestrians have the right of way. Motor vehicles may not be operated on any sidewalk, courtyard or green space. Public Safety officers and city of Buffalo police are empowered to enforce ordinances and laws pertaining to traffic regulations.

The operation of a motor vehicle on the campus of Canisius College is a privilege granted by this institution. Serious or excessive traffic violations may result in the loss of this privilege.

**Hang Tag Permit Procedures**

Members of the college community who do not exhibit their legal permit in the proper location will receive a parking summons. Refer to the tag placement diagram for the proper location.

*Tag Placement:* The tag must hang from the back of the interior rear-view mirror. No other location will be accepted.

*Lots:* Please use the lots assigned to the permit. If parking is unavailable or an emergency situation arises, Public Safety should be immediately notified as to the vehicle’s whereabouts.

*Forgotten tags:* If upon arrival on campus, it is discovered that the hang tag is not in the vehicle (e.g., car was cleaned out and forgot to return the hang tag to its proper place in the vehicle), individuals can immediately contact Public Safety at ext. 2330 and advise them of the situation.
Lost or stolen or forged permits: Lost or stolen permits should be reported to Public Safety when the loss or theft is discovered. Any vehicle that displays a lost, stolen, forged, or altered permit will be issued a summons. In addition, the owner or operator of the vehicle may be subject to college and/or criminal sanctions.

Refunds: Upon separation from the college, permit holders may be entitled to a pro-rated refund. Contact Student Accounts for more information about the refund policy.

Permit transfer: Parking permits may not be transferred to another person.

Replacement Fees: The replacement fee for lost or stolen permits are:

- Faculty/Staff .................................................. 25% of original cost
- All Other Permits .............................................. 75% of original cost

Campus Parking Directory

See the current version of the Parking Regulations and Information brochure issued by Public Safety.

RELATED POLICIES

Not Applicable.

2.5.15 Pets Policy

<table>
<thead>
<tr>
<th>PETS POLICY</th>
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<tr>
<td><strong>Effective Date:</strong></td>
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<tr>
<td><strong>Policy Number:</strong></td>
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<tr>
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<tr>
<td><strong>Issuing Authority:</strong></td>
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<td><strong>Responsible Officer:</strong></td>
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<tr>
<td><strong>Applicability:</strong></td>
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<tr>
<td><strong>History:</strong></td>
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PURPOSE

The purpose of this policy is to establish the college's policy with regard to pets on college property.

POLICY

Pets and other animals are generally prohibited in all college buildings and official Canisius College events, except for those pets that are specifically exempted by this policy. Pets on campus grounds are generally permitted provided that they are at all times on a leash, under the control of the owner, and present no hazard to people. Pet owners should not regard the wearing of a muzzle by a dog as control. Further, pets may not be tethered on campus and must have valid license tags as evidence of current rabies vaccinations. Owners must also properly dispose of their pet’s waste. Strays and violations should be reported to Public Safety (716-888-2330).

Animals used by faculty members for teaching purposes are permitted on campus upon prior written approval from the appropriate dean. In addition, animals may be permitted on campus for research purposes once appropriate approval has been received from the Institutional Animal Care and Use Committee.

DEFINITIONS

Pet—an animal kept for ordinary use and companionship. A pet is not considered a service animal or an assistance animal. Due to health and safety concerns, pets and other animals are not permitted in college buildings. This applies to all students and employees, as well as visitors and guests. Visitors and guests should be made aware of the college’s Pet Policy to prevent misunderstanding. In addition, absolutely no pets are allowed in college housing.

PROCEDURES/GUIDELINES

Not Applicable.

RELATED POLICIES

Pets Policy
2.5.16 Posting Policy for Flyers, Signs, Banners, and Table Tents

**POSTING POLICY FOR FLYERS, SIGNS, BANNERS AND TABLE TENTS**

<table>
<thead>
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<th>Effective Date:</th>
<th>May 8, 2017</th>
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<tr>
<td>Policy Number:</td>
<td>II – 2.5.16</td>
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<tr>
<td>Supersedes:</td>
<td>Not Applicable</td>
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<tr>
<td>Issuing Authority:</td>
<td>President</td>
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<tr>
<td>Responsible Officer:</td>
<td>Vice President for Student Affairs</td>
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<tr>
<td>Applicability:</td>
<td>All members of the Canisius College community.</td>
</tr>
</tbody>
</table>

**PURPOSE**

The purpose of this policy is to outline the college’s policies, guidelines, and procedures for posting information across campus related to ongoing campus activities, events, and notices of interest.

**POLICY**

Any postings on campus must first be approved by the Office of Student Life in accordance with the guidelines set forth below.

After approval is granted, the sponsor will bring the sign, flyer, banner, or table tent to the appropriate office for posting.

**DEFINITIONS**

Not Applicable.

**PROCEDURES/GUIDELINES**

**Posting Guidelines**

1. Only flyers, signs, banners, and table tents bearing the office “stamp of approval” will be posted.
2. The “stamp of approval” can be obtained through the Office of Student Life.
3. All advertising must be compatible with the college’s mission as a Jesuit, Catholic Institution and must adhere to all guidelines found in the *Student Handbook*, as well as the Canisius College Community Standards.
4. Postings that appear to promote irresponsible or illegal alcohol use will not be approved or posted. Advertisements for events that are hosted by bars will not be permitted.
5. The posting of flyers on cars is prohibited.
6. Materials cannot be approved if they contain:
   1. Offensive language unrelated to the employee’s job or images;
   2. Language and/or graphic illustrations that slander, threaten, intimidate, harass or embarrass any member of the college community or otherwise violate the College’s Anti-Discrimination and Harassment and/or Sexual and Gender-Based Misconduct policies;
   3. Advertisement for activities that violate local state or federal law or are in violation of the college’s Community Standards.
   4. Departmental bulletin boards located in the academic areas and offices are maintained by their respective departments. Permission for posting in these areas must be obtained from the department head or their designee.
   5. Violations of this policy will result in material being removed and appropriate disciplinary action.

**RELATED POLICIES**

Anti-Discrimination and Harassment Policy

Notice of Non-Discrimination Statement (TBA, will be included in Volume II)

Sexual and Gender-Based Misconduct Policy

Solicitations Policy

Use of the College Name, Seal, and Logos Policy

2.5.17 Reasonable Accommodations at Campus Events Policy
PURPOSE

The purpose of this policy is to set forth the college's policy regarding the accessibility of spaces at campus events.

POLICY

Events Open to the Public

Canisius College provides reasonable accommodations to campus visitors with disabilities and, therefore, all events open to the public are generally scheduled in accessible space. If for any reason a community event is scheduled in a space that is not accessible and the event organizer receives a request for an accommodation from an individual with a disability, the division or department organizing the event will work with Office of Event Services to find an alternate location that is accessible.

Events Open only to the Canisius College Community

For events open to the college community, the Office of Event Services, in collaboration with the event sponsor, will make reasonable efforts to ensure that events are scheduled in accessible spaces. If for any reason a community event is scheduled in a space that is not accessible and the event organizer receives a request for an accommodation from an individual with a disability, the individual, division or department organizing the event will work with the Office of Event Services to find an alternate location that is accessible. A club or student organization or an academic group that meets at regular intervals and has received a request for accommodations will schedule all meetings for that academic year in an accessible space.

DEFINITIONS

Not Applicable.

PROCEDURES/GUIDELINES

Not Applicable.

RELATED POLICIES

Event Management Policy for External Clients

Event Management Policy for Internal Users

2.5.18 Recycling Policy
PURPOSE
The purpose of this policy is to establish the college’s policy with regard to recycling on campus.

POLICY
Canisius College is committed to providing the highest quality living and educational experience possible for our students, faculty, staff and invited guests. The college is committed to the concept of waste minimization and the conservation of all materials and supplies. The college supports the active involvement of all campus constituencies in order to satisfy the environmental goals of waste minimization, material conservation and recycling. The college understands its responsibility to protect and preserve the environment. In concert with this responsibility the college intends that students, faculty, staff and visitors shall respect and uphold the college’s policy on recycling.

Facilities Management is responsible for the implementation of the college's recycling program. Information Technology Services is responsible for the implementation of the college’s electronics recycling program.

It is the policy of Canisius College to attempt to reduce waste, promote recycling, and maintain, as well as promote, a clean, sustainable and environmentally conscious campus. Facilities Management supports this policy and monitors its progress. The goal is 100 percent college community involvement. Therefore, faculty and staff in all offices and departments are expected to participate in the recycling effort and abide by the procedures and policy guidelines set forth in this policy. Resident students are also expected to participate in campus recycling efforts by utilizing the centralized recycling centers strategically located at all residence halls. Lack of participation will be addressed on a case-by-case basis as the success of this program depends on everyone’s contribution.

In order to carry-out the collection and disposal process in an efficient and cost effective manner, recycling and rubbish collection containers will be emptied on alternate days of the week.

DEFINITIONS
Not applicable.

PROCEDURES/GUIDELINES

Recycling Basket Distribution
Contact Facilities Management at Ext. 2250 to request a recycle basket.

Pick-up Schedule
Rubbish baskets will be emptied on Monday, Wednesday & Friday.
Recycling baskets will be emptied on Tuesday & Thursday.

Recyclable Waste
The following items are to be placed in recycling collection containers:

- All office paper, post-it-notes, brown paper bags;
- Newspapers and the materials bundled with newspapers;
- Phone books;
- Catalogs, magazines and junk mail;
- Brown corrugated cardboard and cereal boxes;
- All metal food and beverage containers, metal lids and closure caps;
- Glass - Clear, green and brown containers; and
- Plastic - Milk, water, juice, soft drink and detergent containers.

Non-Recyclable Waste
The following items are to be placed in rubbish collection containers:

- Napkins, tissues, paper towels, wrapping paper, wax paper and any food-soiled paper;
- Pizza boxes and wax coated cartons such as those used to package beverages, frozen and dairy containers;
- Foam plates & cups, plastic cup lids, snack bags and fast food containers; AND
- Broken glass, light bulbs, mirrors, Pyrex and Tupperware.

Bosch and Frisch
On each floor of the dorms are bins for segregation of trash for newspaper/cardboard, glass and plastic items. Please remember to kindly rinse out items to avoid contamination. This procedure at the dorms services 530 students.

Delavan Townhouses
In the Delavan Townhouses students can commingle recyclable items in their rooms and then segregate them into the correct bins in the trash rooms. Please remember to kindly rinse out items to avoid contamination.

Village Townhouses, Main Humboldt and Griffin Hall
At the Village Townhouses, Main Humboldt, and Griffin Hall Residences, students are encouraged to comingle their recyclables in their apartments and deposit them in the recycling sheds located in the parking lots at both sites.

Main Campus

There are various points throughout the campus that have recycling bins (for paper and cardboard) for everyone to use. Below are the locations for the bins, please take every opportunity to use them.

Library

Computer Lab

In the basement of the library, go down the main stairs and walk straight ahead and there will be a sign that indicates the computer lab. Basement by vending machine – In the basement, go down the stairs and immediately on the right are the vending machines (before you go through the glass doors) 1st Floor, next to copy machines – Go into the library, through the glass doors and turn styles, immediately on the right is the 1st floor copy room enclosed in glass. If taking the elevator, make a left and the bin is right there. Reference staff room on 1st floor – When walking in the library go past the copy machines and make a right. The reference desk is on the right across from the row of computers.

Conference Room next to bulletin board on 1st floor

Go straight into the library, past the checkout area and make a left between the desk and stacks of books. The conference room is on the left.

Horan O’Donnell Science Building (Outside of room 009)

In the basement, when coming from Old Main through the tunnels, the recycling bin is on the right-hand side before Science Building 014.

Bookstore

The bookstore is located in the basement of the Student Center. Going through the tunnel from the Science Building, the bookstore is on the left.

Outside of Nurse’s Station

The Health Center is located in the basement of Frisch Hall. When walking through the tunnels from the Student Center into Frisch Hall the Nurse’s Station is on the right in the corner area.

Outside of Palisano Computer Lab

The Palisano Computer Lab is located on the basement floor of Palisano. When in the tunnels, walk up the stairs and it leads into the computer lab.

Hallway Next to Public Safety

Public Safety is located in the basement of Bosch Hall. When going through the tunnels from the Palisano, Public Safety is located in the basement right after the laundry room.

Outside of Bagen 002

In the basement of Bagen, between the Print Shop and the Mailroom, is where this recycling bin is located.

Basement of Tower by Elevators

When in the basement of Old Main, coming from Bagen, make a right into the tunnel leading to the Tower. The recycling bin is located right between the elevators and the Secretarial Center.

Off Main Campus

- Basement in Lyons Hall, across from the Green Room
- Lyons Hall, Floors 2, 3, & 4
- Basement of Health Science Building
- Health Science Building, second floor by Bursar’s Office
- Koessler Athletic Center - Vending Machine Room

RELATED POLICIES

Not Applicable.

2.5.19 Solicitations Policy

<table>
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<th>SOLICITATIONS POLICY</th>
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<td><strong>Effective Date:</strong></td>
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<td><strong>Policy Number:</strong></td>
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Purposes of this policy is to establish the college’s intent to have a work and academic environment that is free from commercial solicitations for the sale or purchase of goods or services that are neither officially recognized by, nor affiliated with, the mission of the college.

Policy

In order to avoid disruption in the workplace and academic setting, it is the policy of Canisius College that commercial solicitations of products or services, distribution of product or service related literature or information, and collection of monies on Canisius College property or within college facilities, whether it be in person or by means of the college’s resources (e.g., network systems, supplies, services, or equipment), is prohibited unless the solicitation, distribution of literature, or collections of monies is in accordance with the content, requirements, and restriction of this policy.

This policy does not apply to official, college-supported solicitations that are intended to address the college’s broader mission to serve the community (i.e., approved college or student organization fundraisers, etc.).

Definitions

College Property—Buildings, grounds, and land that are owned by Canisius College or controlled by the college.

Commercial Solicitation—Peddling or otherwise selling, purchasing, or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interests or for profit or personal economic benefit on college property or using college resources.

Specified Locations—Any specific physical location on the college campus that is predefined by the Senior Leadership Team.

Procedures/Guidelines

General Policy Guidelines

College students, employees, and volunteers, as well as all vendors and other non-college individuals, entities and their representatives may not engage in the following commercial solicitation activities on college property:

- College employees may not distribute literature or printed matter, engage in commercial promotion, sell tickets or merchandise, or solicit for any purpose in any area of the college during their own working time or the working time of the person being solicited. Working time does not include specified times when employees are not required to perform tasks, such as during meal and break periods. In addition, distribution of literature is prohibited in work areas at all times;
- Solicitation, sales, and sales promotions and associated activities by students and student clubs and organizations are strictly forbidden unless authorized in writing by the appropriate office. Sales are limited to clubs and honor societies fund-raising for a service project and may not conflict with the college’s efforts to raise funds for the institution as a whole;
- “Guerrilla” marketing for non-approved vendors by college employees and students is prohibited;
- Non-authorized vendors and individuals not employed by Canisius College or currently enrolled as students are prohibited from any form of solicitation or distribution of product or service related literature on college property at any time and in any manner unless granted specific authorization by Purchasing;
- Any charitable organization that wishes to solicit funds on college property must be sponsored by a recognized student organization or employee and obtain the advance approval from Institutional Advancement;
- Any sales or solicitation at a college athletic event or facility must be approved by the Athletic Department;
- Commercial solicitations that relate to the promotion or consumption of alcoholic beverages, tobacco, or products or services are prohibited.

Approved Vendors

This policy does not prohibit normal activity by authorized vendor representatives engaging in business with the college provided such activities are conducted with approval of Purchasing. Approved vendors, at the discretion of Purchasing, may be permitted to sell their products at specified locations on campus based on defined contractual terms.

Approval of Outside Establishments

Outside establishments that are not approved vendors wishing to solicit products or service or advertise on campus property (other than the Athletic Facilities) must have all flyers, announcements and advertisements approved by Student Life.

Outside establishments that are approved to advertise on campus will be charged a fee for advertising. This fee must be paid at the time of approval by the appropriate office, and the advertisement will then be sent to the Student Life for posting.
All advertising must conform to the practices currently in place with regard to alcohol and propriety: no alcoholic beverages may be mentioned; no drink specials or drinking games may be included; and all advertising must have appropriate images and language.

All outside announcements, flyers or advertisements allowed on campus must follow and adhere to the Event Easel (Posting) Policy.

Note: Advertising in the college’s Athletic facilities must be approved by the Director of Athletics in accordance with established Athletic Department advertising procedures.

Sanctions

Violations of this policy by anyone not a member of the college community may result in removal from college property. Legal prohibitions regarding physical presence on campus/trespassing may also be pursued. Violations by members of the college community may result in appropriate disciplinary action.

Reservation of Rights

The college reserves the right to refuse permission to any individual or group for solicitation at any time that: impedes normal college activity; procedures herein are not followed; or special circumstances exist on campus, which would make distribution or solicitation inappropriate.

RELATED POLICIES

Posting Policy for Flyers, Signs, Banners, and Table Tents

2.5.20 Use of Portable Space Heaters Policy

<table>
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<th>USE OF PORTABLE SPACE HEATERS POLICY</th>
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<tr>
<td>Effective Date:</td>
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<td>Supersedes:</td>
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<td>Issuing Authority:</td>
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<td>Responsible Officer:</td>
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<td>Applicability:</td>
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<td>History:</td>
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PURPOSE

To set forth a policy for the use of portable space heaters.

POLICY

Only college issued portable space heaters are approved for use. The use of non-college issued portable space heaters is prohibited.

DEFINITIONS

Not Applicable.

PROCEDURES/GUIDELINES

General Guidelines

- The Canisius College Energy Policy mandates that thermostat settings for heating not exceed:
  - Occupied periods – 70 degrees
  - Unoccupied periods – 60 degrees
- Anyone experiencing a heating problem should submit a Facilities Management Work Request Order or call the Facilities Management Customer Service Center (x2250) to report the problem. A technician will be dispatched to investigate the problem. If it is determined that the problem cannot be resolved in a reasonable amount of time a temporary portable space heater will be issued until a permanent solution can be implemented.
- Only college-issued space heaters, tagged “Approved for Use” by Facilities Management are permitted.
- Approved portable space heaters are only intended to temporarily supplement heating needs until a permanent solution can be found to correct the problem, or as an authorized emergency use measure when a building’s normal heating system fails.

Safety

- Portable space heaters shall be plugged directly into an electrical outlet. The use of any extension cord is strictly prohibited.
- Portable space heaters shall be turned off and unplugged when not in use, and at the end of each business day.
Portable space heaters shall be inspected daily by the user to ensure that they are in good working condition. 
Portable space heaters shall be placed a minimum of three (3) feet from any combustible material (e.g. curtains, paper, cloth, etc.) and in 
a well ventilated area.
Any portable space heater found to be in poor operating condition, damaged, or used improperly, shall be turned off, unplugged and 
reported to Facilities Management (x2250) for repair or replacement.

Prohibited

- The use of non-college issued portable heaters is prohibited.
- The use of any portable heater for permanent heating is prohibited.
- Portable space heaters shall not be placed underneath desks, in any means of egress (aisles or exit paths), or in any high traffic area.

RELATED POLICIES

Fire Safety Policy

2.5.21 Use of College Owned or Leased Vans and Motor Vehicles Policy

<table>
<thead>
<tr>
<th>USE OF COLLEGE OWNED OR LEASED VANS AND MOTOR VEHICLES POLICY</th>
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<tr>
<td>Effective Date: May 8, 2017</td>
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<tr>
<td>Policy Number: II – 2.5.21</td>
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<tr>
<td>Supersedes: Not Applicable</td>
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<tr>
<td>Issuing Authority: President</td>
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<tr>
<td>Responsible Officer: Vice President for Business and Finance</td>
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<tr>
<td>Applicability: The operation of any Canisius College owned or leased van or motor vehicle.</td>
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<td>History:</td>
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PURPOSE

This policy is intended to promote safe operation of college owned or leased vans and vehicles in connection with college activities and operations.

POLICY

The operation of a college-owned or leased van or vehicle (“college vehicle”) is to be restricted to a Canisius College employee, student, or authorized vendor who meets the requisite driver qualifications and who has been approved to drive a college vehicle in connection with a college activity or operation. Guests, volunteers, or interns who are not Canisius College students are not authorized drivers. All authorized drivers must adhere to the procedures and guidelines for driving a college vehicle as set forth in this policy.

DEFINITIONS

College/Canisius Vehicle—any motorized device for land transportation that is owned, leased, borrowed or rented by the college, including without limitation automobiles, vans, trucks, and golf carts.

Authorized Driver—a Canisius College employee, student, or authorized vendor, who meets the driver qualifications set forth below, and who has been approved to drive a college vehicle. Guests, volunteers, or interns who are not Canisius College students are not authorized drivers.

PROCEDURES/GUIDELINES

Authorized Driver Approval Procedures

Drivers of college vehicles must be over eighteen years of age and authorized by the college. In addition, all approved drivers must have a valid and active driver’s license for the class of vehicle they will be operating (MVR check) and have reasonable experience driving the type of vehicle being requested.

Procedures for student and employee drivers are set for below:

Student Drivers: Insurance regulations require that the criteria for students driving Canisius vehicles and vehicles rented for Canisius-related activities are as follows:

- Any graduate student;
- Undergraduate students must be 23 years of age or older for trips outside the Buffalo area;
- Undergraduate students must be 21 years of age or older for trips within the Buffalo area and is not to include expressway or thruway driving;
• All student drivers must contact Public Safety at 716-888-3197 and complete the driver’s safety program before operating any Canisius-owned or rented vehicle;
• All students must have a current and valid driver’s license - a copy of which is to be sent to Human Resources.

**Employee Drivers:** Insurance regulations require that the criteria for employees driving Canisius vans and vans rented for Canisius related activities are as follows:

• ALL employee drivers must contact Public Safety at ext. 3197 and complete the driver’s safety program before operating any Canisius owned or rented van. Employees with experience driving Canisius owned vans are exempt from this requirement but encouraged to take the drivers’ safety program; and
• All employees must have a current and valid US driver’s license issued by state authority and good driving record, which will be verified by Human Resources. Since the verification process involves contacting the Department of Motor Vehicles, employees will need to sign an authorization form in Human Resources 24 hours in advance of the driving date. The college will recheck annually, thereafter.

There must not be more than 8 passengers plus the driver, i.e., 9 occupants, in a 15-passenger van. If the van’s rear seat has not been removed, it is to be left unoccupied. Driver and all passengers must wear a seat belt.

**Guidelines for Operating a College Vehicle**

The following is a list of guidelines that must be observed by all drivers authorized to drive a college automobile, van or truck:

• College vehicles may be used only for college business and approved activities;
• All drivers of 15-passenger vans must complete a one-time safety training class before they can be authorized to drive one of these vehicles;
• No alcoholic beverages or drugs may be taken into the vehicle;
• No alcohol or drugs may be used prior to driving a vehicle, including any substances prescribed or otherwise that could impair normal functions are prohibited;
• Seat belts must be worn by the driver and all passengers;
• All traffic rules must be observed and adhered to at all times;
• No smoking or tobacco use is permitted in college vehicles;
• When the vehicle is left unoccupied, it must be locked;
• In the event of an accident, follow the procedure established for handling and reporting accidents (see below);
• When transporting any heavy equipment or chemicals, drivers are to ensure that items are packed properly for safe transporting and maximum weight capacity;
• Drivers will be responsible to pay all traffic citations for moving and parking violations;
• The use of cell phones or other mobile devices by the driver while operating the vehicle is prohibited unless hands-free technology is utilized. However, the reading of and typing of text messages while driving is always prohibited;
• Never drive the vehicle at speeds that are inappropriate for road conditions;
• Never transport passengers such as hitchhikers, family members, or friends for unauthorized use;
• If the vehicle needs maintenance, it must be reported immediately to the supervisor of the appropriate department; and
• All trash must be removed from the vehicle when the trip is completed. (A cleaning fee will be charged if a vehicle is returned in unsatisfactory condition.)

**Guidelines for Operating a College Golf Cart**

The rules governing the use of college golf carts are:

• Student operators of these carts must be a minimum of 18 years old and possess a valid driver’s license. Department heads are responsible for ensuring student workers possess a valid driver’s license;
• Never leave the keys in the ignition when unattended. When the cart is not in use the operator must place the cart control lever in the park or neutral position, remove and secure the key and set the parking pedal brake. Cart operators are responsible for ignition keys for the period of time in which they are using the vehicle;
• Use common sense while using carts – they are not toys. No horsing around is permitted. Anyone found violating safe and proper use of carts will be prohibited from using them until further notice and re-training has been completed;
• On campus, the pedestrian has the right-of-way at all times. Operators of carts will permit this right-of-way. If the cart is being operated on a sidewalk, the operator will pull off of the sidewalk to pass the pedestrians or stop the unit when approaching pedestrians until they pass;
• When traveling from one end of the campus to the other, use the black asphalt roads to avoid pedestrian traffic on the campus pathways;
• A cart should be operated on campus at a speed equivalent to a well-paced walk and no faster than 10 mph. This maximum speed may be subject to the terrain over which it is being driven, the weather conditions, and the total weight of the golf cart and passengers and any equipment being carried;
• Carts are not to be operated with more passengers than seating is provided;
• All occupants in the cart shall keep hands, arms, legs and feet within the confines of the cart at all times when the cart is in motion. Where seatbelts are available, the operator and all passengers must be restrained;
• When using the cart to carry packages or merchandise, be sure to not overload the cart. It is recommended that loads not extend more than one foot from either side or front of the cart;
• If workers must ride in the back of the cart when the seat is folded down to stabilize equipment, workers must be seated with backs against the cab/seat of the cart;
• Never back up without making sure there is no person or obstruction behind the cart;
• Never shift gears while the vehicle is in motion;
• Avoid operating a cart on lawns;
• Reduce speed to compensate for inclines, pedestrians, and weather conditions;
• Maintain adequate distance between vehicles and pedestrians;
• Approach sharp or blind corners with caution and reduce speed;
• Use extreme care at building entrances and upon entering/ exiting enclosed areas;
Carts may not block exits, entrances, stairs, sidewalks, fire hydrants, fire lanes, or handicap ramps; and
Use of cell phones and mobile devices are prohibited while driving a cart. Operators must pull over and stop to make or receive calls or messages.

Accidents Involving College Vehicles

The primary concern of all individuals who use college vehicles must be the avoidance of accidents by conscientious observation of traffic regulations and defensive driving. In the event an accident does occur, the circumstances will dictate the priority of the actions to be taken; however, to protect insurance benefits and reduce liability exposure, the following steps must be accomplished as the situation permits:

- Obtain medical assistance for anyone who may have been injured;
- Summon the appropriate law enforcement agency and ensure that an official report of the accident is completed. If possible, obtain a copy of the report. If it is not possible to obtain a copy of the report, the case number assigned by the law enforcement agency must be obtained and reported to Public Safety as soon as possible;
- If personal injury or major property damage was caused by the accident, telephone Public Safety and provide the details of the accident;
- Upon returning to the college, report immediately to Public Safety, turn in the accident report or case number, and relate the full details of the accident;
- Consult with Public Safety and the vice president for business and finance with regard to the processing of an insurance claim.

All accidents involving college vehicles that result in bodily injury or property damage will be the subject of an administrative review. Upon notification of such an accident, the vice president for business and finance will appoint a disinterested staff member to conduct an impartial and thorough investigation of all the facts surrounding the accident. The investigator will submit conclusions as to the cause of the accident and as to whether or not negligence was involved to the vice president for business and finance. In turn, the vice president for business and finance will make recommendations regarding the loss of driving privileges or other appropriate action to the college president, who will determine the final administrative action.

RELATED POLICIES

Not Applicable.

2.5.22 Use of Unmanned Aircraft Systems (Drones) Policy

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PURPOSE

The purpose of this policy is to provide guidelines concerning the appropriate operation of and uses for unmanned aircraft systems on college property.

POLICY

All college students, employees, volunteers, contractors, vendors, and visitors are prohibited from operating unmanned aircraft systems, also known as drones, without appropriate permission from the college. If permission is received, operators of an unmanned aircraft systems must comply with the college’s appropriate and prohibited uses guidelines (see Procedures/Guidelines). Any operation or use of an unmanned aircraft systems that violates the appropriate and prohibited uses guidelines or any applicable law or regulation is prohibited. It is the responsibility of the operator of the unmanned aircraft systems to ensure that all relevant guidelines, laws, and regulations are adhered to during operation of the unmanned aircraft systems.

DEFINITIONS

College Activity—any activity or use by a college department for the purpose of education, instruction, photography, research, or extension activities.

Drone—an alternative term used to define an unmanned aircraft system, unmanned aerial vehicle, or remote controlled model aircraft.

Unmanned Aircraft System (UAS)—defined by the Federal Aviation Administration (FAA) as the “unmanned aircraft and all of the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc., necessary to operate the unmanned aircraft.”
PROCEDURES/GUIDELINES

College Activities Approval Procedures

Any college employee or department wishing to operate an unmanned aircraft systems (UAS) as part of a college activity must first obtain written approval from the director of public safety. A Section 333 exemption or Certificate of Waiver or Authorization issued by the FAA must be obtained prior to seeking the approval and presented at the time of application for written approval from the director of public safety. Please note that students using a UAS in furtherance of their aviation-related education no longer need a Section 333 exemption or authorization.

In addition, any college employee or department purchasing a UAS (or the parts to assemble a UAS), or UAS services with college funds or funds being disbursed through a college account, or grant funds, must obtain a Section 333 exemption or Certificate of Waiver or Authorization issued by the FAA.

Hobby or Recreational Use Approval Procedures

Hobby and recreational use of the UAS is not permitted on campus.

Appropriate and Prohibited Uses

All members of the college community are personally responsible for complying with applicable FAA regulations, state and federal laws, and college policies when operating an UAS on campus or operating an UAS as part of an approved college activity in airspace over land not owned or controlled by the college.

An UAS may not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include but are not limited to restrooms, locker rooms, individual residential rooms, changing or dressing rooms, and health treatment rooms.

An UAS may not be used to monitor or record sensitive institutional or personal information which may be found, for example, on an individual’s workspaces, on computer or other electronic displays.

Flying inside campus buildings, including academic buildings is only permitted when used as part of an approved college activity. An UAS for personal or recreational use may not be used inside campus buildings.

In addition, operators of any UAS for personal or recreational use must abide by the following FAA issued safety recommendations:

- Fly below 400 feet and remain clear of surrounding obstacles;
- Keep the aircraft within visual line of sight at all times;
- Remain well clear of and do not interfere with manned aircraft operations;
- Do not fly within 5 miles of an airport unless contact is made with the airport and control tower before flying;
- Do not fly near people or stadiums;
- Do not fly an aircraft that weighs more than 55 lbs.; and
- Do not be careless or reckless with the unmanned aircraft.

Notification

When anyone observes a violation of this policy, Public Safety should be notified. Upon notification, Public Safety will either dispatch an officer or request law enforcement to respond to the area to notify the operator of campus policy, and ensure the activity ceases. Public Safety will take whatever other enforcement actions are necessary to maintain safety.

Sanctions

Violations of this policy by anyone not a member of the college community may result in removal from college property. Legal prohibitions regarding physical presence on campus/trespassing may also be pursued.

Violations by members of the college community may result in disciplinary action pursuant to the college’s applicable disciplinary policies.

RELATED POLICIES

Acceptable Use of College Computer and Network Systems Policy

Procurement Policy and Purchasing Procedures
Outside caterers include all providers of food and beverages, including food trucks, grocery stores, and other retail food establishments other than the incumbent dining management company.