

## CT State Middlesex Campus Facilities Policies

**All groups, regardless of affiliation, must abide by these established policies**

1. Parking – Park only in authorized parking areas. You must have a Handicap pass to park in a Handicap space. You must have a Faculty/Staff hangtag to park in Faculty/Staff parking areas. You will be **ticketed** if you park in an unauthorized space.
2. Co-sponsorship – If a group is co-sponsored by an CT State Middlesex staff or faculty member, that employee is the authorized representative responsible for making all the necessary arrangements for the event, including completing the Room Reservation form and initiating contact with Media Services, the IT Department and the Maintenance Department for any special requests. The Outside Organization defers all arrangements to the co-sponsor. When an CT State Middlesex employee co-sponsors with an outside group, space and equipment rental fees will not be charged to the Outside Organization. **The co-sponsoring CT State Middlesex employee must attend the function for the entire duration of the event.**

### 3. Available Space –

#### **Multi-Purpose Rooms 808 A, B, C and D**

Please Note: Capacity for each bay with Auditorium seating is 60. Capacity when all four bays are open is 300. Be sure to see the Multi-Purpose Room Diagrams as each seating arrangement affects the capacity. For example, Banquet Style with round tables holds 36 people in one bay with 6 people per table. If you have 50 people attending with Banquet Style, you will need to reserve two bays.

The maximum number of people that can fit Banquet Style in all four bays is 250.

**\*Tables:** We have total of 21 rectangular tables (18" x 72") and 32 round tables (5' D). Keep in mind that we may not be able to accommodate your event if the tables you require are being used for other assemblies that day. Tablecloths are not available, you must provide your own.

**General Purpose Classroom(s)** – Capacity varies between 30 and 42.

**Computer Classroom(s)** – Capacity varies between 20 and 31. The availability of computer classrooms is limited based on class schedules.

Please Note:

- Use of college computers by outside organizations is limited to Office applications and the internet.
- No software programs can be downloaded onto college computers.
- At least one month prior to the event, the coordinator **must** provide our IT department, [mx-itrequest@mxcc.comnet.edu](mailto:mx-itrequest@mxcc.comnet.edu), with a list of names and email addresses of every user. IT will assign an account for each person. **Computers will not be accessible** unless these terms are met.

**Cafeteria** – Only available while classes are not in session. Capacity varies depending upon set up. Maximum capacity is 80.

**Center for New Media** – Television Studio Rental must be coordinated through Dan Nocera at [daniel.nocera@ctstate.edu](mailto:daniel.nocera@ctstate.edu) or 860-343-5812. Please Note: Food and Beverages are **ONLY** allowed in the Green Room.

**Pegasus Gallery** – An art gallery that is a small open space located within the library. The Pegasus Gallery follows the library's hours without exception. Maximum capacity is 20.

4. Do Not use tape on the walls as it causes damage. To hang signs, use removable putty or a similar removable adhesive. Remember to remove the signs at the conclusion of your event. **Each organization is responsible for cleaning up after themselves. Remove what you brought in and clean the kitchen in the 808's if used.**
5. Audio/Visual & Media Equipment - Contact Media Services Coordinator Mike Cavanaugh two weeks in advance to discuss equipment needs and make equipment reservations. Failure to contact Mike may result in no AV

**availability** for your function. Mike can be reached at 860-343-5851 or [michael.cavanaugh@ctstate.edu](mailto:michael.cavanaugh@ctstate.edu). If contact with Mike cannot be made please use [MX-ITHelp@mxcc.commnet.edu](mailto:MX-ITHelp@mxcc.commnet.edu).

6. **Internet Usage** - If you require the use of the Internet, you can either request the use of an CT State Middlesex owned laptop, or request a wireless network account if bringing your own device. For an CT State Middlesex laptop contact Mike Cavanaugh. Mike can be reached at 860.343-5851 or [michael.cavanaugh@ctstate.edu](mailto:michael.cavanaugh@ctstate.edu) or [MX-ITHelp@mxcc.commnet.edu](mailto:MX-ITHelp@mxcc.commnet.edu).

For security reasons no personally owned laptops/pc's may be physically connected to data ports on campus.

- If you are presenting *only* (presentation material previously loaded), you may use your personal laptop to connect to the LCD projector without requesting a wireless account, but you must contact Mike to reserve the LCD projector.
- Wifi access is available for wireless devices on campus but must be requested in advance, Internet charges may apply.
- If use of Internet also requires that you have special remote access to an outside system through secured firewalls, devices, or servers where you need to know the IP Address of the Middlesex Network, YOU MUST contact the Middlesex IT office at [MX-ITHelp@mxcc.commnet.edu](mailto:MX-ITHelp@mxcc.commnet.edu) prior to contracting services. Some restrictions may apply. If you are unsure if you require special remote access, contact the IT Helpdesk at 860-343-5711 or [MX-ITHelp@mxcc.commnet.edu](mailto:MX-ITHelp@mxcc.commnet.edu).

7. **Catering** – It is the responsibility of the requestor to negotiate catering needs. A list of recommendations is
- a. available upon request.
  - b. **Alcoholic beverages** - The consumption of alcoholic beverages is prohibited; however the Campus CEO has the authority, under his/her discretion, to permit alcoholic beverages for certain events with consideration to state law, federal law and Board policy and subject to the following conditions:
  - c. **written** permission is granted by the Campus CEO
  - d. a dram shop act insurance has been purchased
  - e. a bartending certificate or license (“Liquor Permit”) has been provided
  - f. a Caterer Liquor Permit Notification Form has been submitted to the CT State Department of
8. **Consumer Protection** – If you wish to have alcohol served at your event, you must put your request in writing. Submit your intent to Nancy Walter at [nancy.walter@ctstate.edu](mailto:nancy.walter@ctstate.edu). Nancy will forward the request to the Middlesex Campus CEO for review. Approval of alcoholic beverages is the discretion of the Campus CEO. If approved, you will be responsible for obtaining from the liquor vendor, the dram shop act insurance naming CT State Middlesex as additional insured and indemnifying the college from any liability, as well as a copy of the liquor permit. You are also responsible for informing the liquor vendor to submit to the CT State Department of Consumer Protection, a Caterer Liquor Permit Notification Form. Copies of ALL documents must be submitted to Nancy Walter **at least one week prior to your event. Failure to do so will result in cancellation of your event.**
9. **Children/Minors** – If children (under age 18) are to be in attendance for an event or enrichment class sponsored by CT State Middlesex, Activity Waivers and a separate Permission Slip must be signed by a parent or guardian. A Participant List along with the waivers and permission slips must be submitted to Nancy Walter ([nancy.walter@ctstate.edu](mailto:nancy.walter@ctstate.edu)) **before** the event takes place. Inform Nancy Walter ([nancy.walter@ctstate.edu](mailto:nancy.walter@ctstate.edu)), if you anticipate children being in attendance and to obtain the forms. All forms must be verified before they are sent to Nancy.
10. No organization may use the facilities of the college for the purpose of generating profit. Commercial endeavors, including solicitations, are **prohibited**. For-profit organizations will be denied use of CT State Middlesex Facilities as the college is under jurisdiction of the State of CT and the CSCU Board of Regents. As such CT State Middlesex be associated with or endorse such activities.
11. CT State Middlesex has an established practice of not allowing the use of facilities for partisan political activity. Therefore, events of this nature are prohibited.
12. **Publicizing** - The college has general purpose bulletin boards available for posting notices. Contact Nancy Walter at [nancy.walter@ctstate.edu](mailto:nancy.walter@ctstate.edu) for a list of the general purpose bulletin board locations. Be sure to remove your notices once the event is over. Please do not post notices on hallway and classroom walls, doors, windows or elevators.

13. **Hours of Operation** – Business hours at the Middletown Campus are:

Monday – Thursday: 8:00 a.m. – 10:00 p.m.

Friday – 8:00 a.m. – 5:00 p.m.

Saturday – Follows course and event schedules

Sunday – CLOSED

**Please note - ALL events must exit the rooms 15 minutes before the close of the campus.**

14. **Overtime/Space Utilization Outside of Normal Business Hours** – Approval will be required from the Dean of Administration if the facility is required to be open outside of normal hours. Fees may be incurred and are subject to change at any time:

Security Guard(s) - \$51.06 per hour, per guard.

Custodial Services - \$36.30 per hour, per custodian

CT State Middlesex Maintenance member – for event set-ups and breakdowns, a service call or required to come to campus for any reason - \$200 per maintenance member. There is an additional cost of \$50 per hour per maintenance member for maintenance needed in excess of four (4) hours.

15. **Weather or other Emergencies** – Events will not be held when the campus is closed due to weather or other emergencies. For information about college closings due to inclement weather, visit our website at [ctstate.edu/locations/middlesex](http://ctstate.edu/locations/middlesex), check social media, call the main campus phone number at 860-343-5800 or check the local television and radio stations. Reasonable attempts will be made to reschedule the event in this case. If the facility is not available on the preferred new date(s), any fees collected will be refunded.

16. **Additional Policies for Outside Organizations:** The CSCU Board of Regents Policy and State of CT regulations state that CT State Middlesex may permit the use of our facilities by outside organizations provided that there be an educational or community service component that ties to the college or its students. The campus/college cannot provide a state resource to a private enterprise without this component. All requests to use our facilities will be reviewed by the Dean of Administration to safeguard compliance with these regulations.

- Outside organizations must provide a copy of their Certificate of Insurance, naming the college as the additional insured, with a minimum liability of \$1,000,000.
- All outside organizations are subject to the facility fees. State agencies and others may have fees reduced or waived at the discretion of the college, however the request should be initiated by the organization. See the CT State Middlesex *Fees, Space Equipment* document. The table of fees may be adjusted to meet the **additional** expenses created by a large group for special instructional needs, or if the activity is scheduled when the college is recessed.
- Specialized laboratories such as chemistry, biology, physics, broadcast communications and computer labs are not available for use by outside organizations.
- Computer Laptop: If you are an employee of the CT State and you wish to bring in a system-owned laptop, contact the CT State Middlesex IT Department. Our IT department must validate this piece of equipment for current anti-virus/anti-spyware software and operating system patches. They must also assign a username and/or assign an account to any machine brought onto the network. IT can be reached at [MX-ITHelp@mxcc.commnet.edu](mailto:MX-ITHelp@mxcc.commnet.edu) or 860-343-5711. Please be sure to contact them **at least one week** prior to the event.
- Supplies and Copies: You are responsible for bringing all supplies needed for your event (pens, pads, copies, easels, extension cords, etc.). Should you need additional black and white copies, a copier is located in the library in Chapman Hall. The cost is .10 per page, exact change is required. If you need change, visit the Business Office in Founders Hall, Room 113. The Library and Business Office open at 8:00 am.
- Outside organizations will be responsible for any damage done at the college. Your organization will be billed once the cost is assessed.

If you have questions or concerns regarding these policies, please contact Nancy Walter at [nancy.walter@ctstate.edu](mailto:nancy.walter@ctstate.edu). Thank you.