Guidelines for Faculty, Staff and Students Reserving Farmingdale State College
Facilities

- To submit a Use of Facility form, access: http://www.farmingdale.edu/administration/administration-finance/facilities.shtml.
  You can also contact Joanne Ulrich, Use of Facilities Coordinator, at 420-2496 or uof@farmingdale.edu.
- The Use of Facility form must be completed at least two weeks prior to an event. You will receive either a confirmation or denial within five business days after a completed application is received.
  - Incomplete forms will be returned. Please be sure to indicate all needs when submitting the form (Aramark, wi-fi, electrical, etc.)
- Set up diagrams must be submitted at least two weeks prior to an event. No changes will be accepted within three business days of an event.
- Facilities are booked on a first-come, first-served basis.
- Facility use may be denied based on facility capacity limitations, potential disruption to instruction, appropriateness of the activity, or security issues.
- If an event is canceled following set-up by the custodial department, charges will be billed to the organization/user authorized on the application.
- All student group events must be approved by the Student Activities Office prior to submission of the Use of Facility form.
- No events requiring set ups will be booked during “black-out” periods; two weeks prior to Winter Commencement and three weeks prior to Spring Commencement. Black-out periods permit custodial the time needed to set-up these important events.
- All facilities must be left in the same condition in which they were found and ready for use in order to avoid restoration fees.
- Costs for any damage to the building or equipment are the responsibility of the organization/user authorized in the application.
- Aramark is the only approved caterer to be used on campus.
- Campus Center Ballroom:
  - To protect the walls, carpeting and equipment in this room, no athletic/recreational/sporting or arts and crafts events are permitted.
  - There will be one set up per day by the custodial staff.
  - In terms of technology, this is a self-serve room.
  - If Aramark services are utilized in this room, a three hour clean-up period must be built in before the next booked event.
- Internal groups are not charged for Use of Facilities Monday through Friday during normal business hours. On weekends, internal groups will be charged for custodial
services (charges will be for a minimum of four hours), as well as for other services, as appropriate.

- Audio-visual assistance is available only during normal business hours.
- Outdoor events requiring additional services outside of the normal business day may incur additional charges.
- Events permitting off-campus attendees should be aware that during the week the college has limited available parking at this time.