



# GLENVILLE STATE COLLEGE

## MEMORANDUM

**TO:** Faculty and Staff

**FROM:** Vice President for Business and Finance

**DATE:** October 1, 2018

**RE:** GSC Facilities – Usage/Reserving/Renting

The College offers its facilities to both internal groups and off campus groups to for meetings, workshops, banquets, athletic events, camps, and various other programs. All requests to schedule any facility on campus (with the exception of classrooms for instruction which are assigned through Brandy Smith in the Registrar’s office) must be directed to Bridget Carr, our conference and events coordinator, at extension 6388 or by e-mail to [bridget.carr@glenville.edu](mailto:bridget.carr@glenville.edu) .

State regulations require each agency to charge outside parties for use of facilities, including groups which include GSC employees. A fee schedule for that usage and an application for both on and off campus groups is on the website at [www.glenville.edu/about-us/calendar-events](http://www.glenville.edu/about-us/calendar-events). Off campus groups must have a signed contract in place before the requested facility will be made available. Other related arrangements for events (set-up, it or media needs, parking, food, other contractors, etc.) must be coordinated through Ms. Carr

Once an accepted contract for off campus groups is in place, the unlocking/relocking of all facilities will be coordinated between Ms. Carr and Public Safety. [Employees of GSC and anyone having key(s) to areas within their daily work environment will not be authorized to unlock a particular area for an off campus group without prior written authorization from a Vice President or Ms. Carr.

Thanking you in advance for your support.