RIT EVENT RULES AND REGULATIONS

Rochester Institute of Technology makes its facilities available for conferences and events that contribute to the education of its students, faculty, and staff, but such use shall not interfere with the conduct of RIT’s regular business. All RIT rules, regulations and policies apply to events for which RIT facilities are used. RIT’s Institute Policies and Procedures Manual is available at http://www.rit.edu/academicaffairs/policiesmanual/

1) The Organization shall have the right to conduct an event within the Premises granted. RIT requires the Organization to conduct the event in such a manner so as to:

   A) not interfere with the operation of the Premises, cause undue or objectionable noise, or allow behavior inconsistent with the nature and character of Premises;
   B) not permit any action tending to commit a nuisance or injure the reputation of the Premises;
   C) not engage in, or allow upon the Premises, any event which is contrary to federal, state, or local laws; and
   D) not introduce or allow on the Premises anything that will create a hazardous condition which will invalidate any policy of insurance carried on Premises or which will cause an increase in insurance rates.

2) Provisions must be made for the safety of persons attending an event on RIT property. It is the Organization’s responsibility to make sure that safety regulations required by RIT are met. RIT reserves the right to approve all physical arrangements for safety.

3) RIT further reserves the right to prohibit any acts which may in its opinion cause danger to persons attending the Event or cause any risks or injury to them or persons located in or near the Premises.

4) The Organization shall use and maintain Premises in accordance with those standards of security and safety, housekeeping, and sanitation as set forth by RIT.

5) The sidewalks, entrances, stairways, and halls shall not be obstructed by the Organization or used for any purpose other than entrance to, or exit from, premises.

6) Use of Facility Policies
   a. The Organization and its employees, agents, invitees, and guests shall have the right to use only the facilities granted by RIT and shall have no right of access to any other facility within RIT not open to the public at large.
   b. The number of occupants must be limited to the safe capacity of the room or facility used. The Organization is responsible to limit attendance so as not to tax the safe capacity of any room in the facility.
   c. RIT has the right to determine the required personnel based on your event needs and facility locations. Additional charges may be incurred for any services or facilities used beyond contracted locations or times.
   d. No eating or drinking in lecture halls, theatres and/or computer labs.
7) Safety & Security Policy
   a. RIT shall provide its routine general security patrols. An overnight Public Safety Representative will be assigned to the residence halls during the summer (at no charge to the group). If the Organization requires additional security, it shall be provided by and coordinated through RIT's Public Safety Department, for which the Organization shall pay prevailing rates. No other security staff shall be employed by the Organization. The Organization shall follow RIT's policies in dealing with improper conduct and shall report all incidents to RIT's Public Safety Department.
   b. RIT’s Public Safety Department can be in immediate contact with emergency agencies and direct them to the correct campus location. Therefore, the Organization should not summon public emergency agencies except through RIT’s Public Safety Department. The Organization shall additionally furnish a full copy of any written report it creates of any such incident to RIT.
   c. A Public Safety representative must meet with all residential group leader(s) to inform them of the safety/security protocols, do’s and don’ts while on campus. The RIT Event Coordinator will schedule a meeting between the Public Safety representative and the group leader(s). Group leaders must advise their attendees of the information presented to them.
   d. RIT’s Public Safety Department reserves the right to make adjustments to security staffing and planning, at any time and in its absolute and sole discretion, based on among other factors, safety and security concerns for the RIT community and invitees. Subsequent charges will be the responsibility of the Organization.

8) By entering into the contract the party affirms that it is in compliance with all state and federal statutes and regulations governing the group’s activity (i.e. NYS camp regulations.)

9) By entering into the contract the party affirms that it and all their vendor/guests associated with their event are in compliance with all NYS Codes and National Electric Code. All electrical cords used onsite must be in good condition, free of breaks, fraying and electrical tape. All cords must be taped down. No daisy chaining is allowed with multiple power strips.

10) By entering into the contract the party affirms that it and all their vendor/guests associated with their event are in compliance with the Town of Henrietta Tent Permit requirements. Tents larger than 20x20 need Town of Henrietta Fire Code permits. The group is required to advise their RIT Event Coordinator a minimum of 1 month prior (more than 1 month if multiple tents are needed) about all tents planned to be set up so that a plot plan and permits can be arranged prior to the event. A plot plan will determine where the tents are allowed to be set up. This plan will be given to the Town along with the Certificate of Fire Resistance for each tent. This exhibit must be submitted to the RIT Event Coordinator for processing.

11) Residential Groups
   a. All attendees, youth and adult, staying in residential facilities on campus will be required to sign the Housing Expectations & Guidelines for Summer Conference Residents Contract.
   b. All youth residential groups and camps shall adhere to all the applicable New York State Department of Health regulations governing residential camps located at 10 NYCRR subpart 2, including all required ratios of counselors and campers. Information from the New York State Department of Health on these issues can be located at http://www.health.state.ny.us/publications/3601.pdf
12) Movie Viewing/Showing Policy
   a. Any Organization who wants to show a movie on campus must provide proof that
      the movie was legally obtained (i.e. not illegally downloaded from YouTube or
      similar site) as well as proof that they have a valid license for showing the movie
      at the event. Due to copyright regulations any group showing a movie to a broad
      audience must purchase and present proof of copyright insurance. Copyright
      insurance includes the insurance and the licensed movie itself. If your
      Organization is going to show a movie to your event attendees on campus you
      must contact a movie copyright organization to obtain the required copyright
      license. A copy of the license must be provided to your RIT Event Coordinator.

13) Organization Background Check Policy
   a. If any participants or guests attending the event are either minors or vulnerable
      adults, the Organization agrees to conduct, at its own expense, criminal history
      background checks on Organization’s employees and volunteers prior to the
      event.

14) RIT Student Alcohol & Drug Policy
   a. All Organization’s event attendees are required to abide by the RIT Student
      Alcohol & Drug Policy outlined at
      http://www.rit.edu/academicaffairs/policiesmanual/sectionC/C15_1.html

15) RIT Computer Network & Lab Use Policy
   a. If Organization’s event attendee(s) require wired internet access or use of
      computer labs on campus, they will be required to obtain an RIT sponsor and
      then each participant will be required to read, sign and abide by the RIT
      Computer Account Agreement. To review the RIT Code of Conduct for Computer
      and Network Use, please visit
      http://www.rit.edu/academicaffairs/Manual/sectionC/C82.html for review of the
      policy.

16) Athletic & Risky Activity Policy
   a. If Organization’s event attendee(s) are engaging in athletic activities on campus,
      whether coaching or participating, the Organization agrees to have all
      students/adults sign and submit the RIT Participant Release Agreement Form. Students, 17 years or younger, must get a waiver signed by their parent or legal
      guardian. Students over the age of 18 and adults must sign a waiver themselves.
      (Please make sure the participant's name is filled in on the top of page 1, the
      form is signed and both sides of the waivers are printed)

RIT Participant Release Agreement Form (over 18 years of age)
https://www.rit.edu/gcr/specialevents/docs/RIT%20Participant%20Release%20Agreement%20Form.pdf

RIT Participant Release Agreement Form (minor)
https://www.rit.edu/gcr/specialevents/docs/RIT%20Participant%20Release%20Agreement%20Form_minor.pdf

17) Use of Catering Services
   a. Use of RIT’s Brick City Catering
      i. Catering services may be contracted through the RIT Catering Sales
         Department on the RIT Campus.
      ii. If the sale of alcohol is involved, a temporary liquor license is required.
         Organization must inform the RIT Catering Sales Department a minimum

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1 While making no representations or warranties regarding this company, one such company that
provides these services, (there are others), is Swank Motion Pictures. They have further information
located at their website www.swank.com
of 30 business days prior to the event so the license can be obtained. There is a fee for the license.

b. Use of External Caterers
   i. Catering services may be contracted through a third party caterer who is licensed by Monroe County and who can provide a certificate of general liability insurance (minimal coverage of one million dollars) with RIT named as an additional insured. If the sale of alcohol is involved, the caterer must also evidence a valid NYS special event liquor permit and appropriate liquor liability coverage.
   ii. All external caterers must abide by the Monroe County Temporary Food Vendor Requirements and the New York State Food Handling Safety Guidelines and Requirements. To review the requirements please visit http://www.monroecounty.gov/File/Health/food/TempFoodQ&A.pdf http://www.nyhealth.gov/environmental/indoors/food_safety/index.htm

18) Food Vending Policies
   a. Third parties who rent Facilities for non-University sponsored-events must inform the University at least thirty (30) days prior to the Event if the Event will be sponsored by any beverage company. Written request must be submitted to the assigned RIT Event Coordinator listed in this contract.
   b. If the Organization will be providing and/or cooking food on campus the Organization agrees to abide by the New York State Food Handling Safety Guidelines and Requirements. To review the requirements please visit http://www.nyhealth.gov/environmental/indoors/food_safety/index.htm
   c. Other than the specific food and meal services approved in the Facility Use and Service Contract, the preparation and sale of other food during the event on RIT’s premises is prohibited. This prohibition includes even the sale of pre-packaged foods that do not need to be cooked or refrigerated to event attendees (i.e. no “camp store” is allowed).

19) Signage policies

20) Smoking Policy
   a. Pursuant to RIT policy no smoking is allowed in any RIT building. RIT’s smoking policy is available at http://www.rit.edu/academicaffairs/policiesmanual/sectionC/C16.html

21) Service Animal Policy
   a. In accordance with New York State law, individuals with physical disabilities have a statutory right to be accompanied at RIT by certified assistance animals. Examples of assistance animals are: hearing ear or seeing eye dogs, mobility assistance dogs, and the like. RIT Public Safety will register all assistance animals.
   b. Non-service animals are not permitted in any buildings or facilities owned or leased by RIT and any pets on any property owned or leased by RIT must be under appropriate restraint (leash, cage, etc.)

22) NTID Theater Rental
   a. The use of photography or other recording devices is strictly prohibited during NTID or guest artist productions.
   b. No refunds or exchanges on tickets purchased for NTID or guest artist productions.
c. Latecomers or parents accompanied by young children will be seated at the discretion of the House Manager.
d. Patrons causing disturbance or distraction to other audience members may be asked to leave the premises.
e. Groups renting the theatre and its related spaces are responsible for any damages or expenses caused as a result of their event.

23) Raffle Policy
a. Raffles are games of chance as defined by the law and therefore are governed by, and must be conducted in accordance with, all rules and regulations specified under state and local laws. New York law allows not-for-profit organizations to conduct raffles and Henrietta Town law requires that certain raffles conducted in the Town of Henrietta be licensed. In order to determine if a raffle must be licensed, RIT requires that every raffle be approved by the RIT Office of Legal Affairs and the RIT Chief Risk and Compliance Officer before any tickets are sold.


Please note: Winnings from raffles MAY be taxable to the recipient. If winnings total $600 or more AND the cost of the raffle ticket is at least 300 times the amount of the wager, winnings will be taxable. The Event Coordinator of the external organization must gather the information on recipient of winnings and forward it to the organization’s payroll department.

Example: Organization, approaches RIT to conduct a raffle to raise money for their Organization. After being vetted through RIT’s legal office, the agency should include on the raffle ticket stub: Name, Address, Contact information, either email or phone. The agency is responsible to outreach to the winner of the raffle to obtain any information needed to report winnings given.

24) Political Activities Policy
a. RIT is a tax exempt organization that cannot intervene in any political campaign on behalf of any candidate for public office, however, RIT facilities may be used for political discussions or debates so long as it is not a political fundraising event or an event that can be construed as an endorsement of a particular candidate or political party. RIT’s Political and Legislative Activities Policy is available at http://www.rit.edu/academicaffairs/policiesmanual/sectionC/C10.html

25) Procedures for Inviting Government Officials to RIT
a. The RIT Office of Government Relations and Community Affairs should be consulted before invitations to visit or participate in RIT events are extended to elected or appointed government officials and to candidates for public office. This includes academic conferences, tours, other types of presentations or meetings as well as student-sponsored events.
b. In this way, the RIT Office of Government and Community Relations will serve as a resource in facilitating contacts with government officials and assisting the sponsoring groups or individual with planning the event in accordance with appropriate protocols and RIT initiatives.
c. If you plan to invite government officials at any level (federal, state or local) or candidates for any political office to campus for any reason or if you have questions or need clarification about these guidelines concerning political and legislative activities on campus, please advise your assigned RIT Event Coordinator.
Emergency Communication

a. Organizations must read the RIT Basic Emergency Action Plan located at http://emergency.rit.edu/actions.php. This document contains basic information regarding how RIT communicates emergency situations and what is expected of individuals when an emergency happens. Basic emergency actions are:
   i. Evacuate – leave the building immediately via the closest available exit when an alarm is heard or directions or given and move away from the building.
   ii. Take Shelter – move into (or stay in) a room in a building. Lock or block the door; stay low and quiet. Follow directions from emergency responders.

b. Organizations must provide the emergency contact cell phone for the individual responsible while on campus. This, and the organization’s schedule, will be provided to RIT Public Safety so they are aware of the organization’s activities and location(s) should an emergency occur.

c. The Organization representative will be required to make and/or post a public safety announcement and identify emergency exits to attendees at the beginning of the Organization’s program or event.

Emergency Evacuation Announcement:

Welcome,

In the interest of safety, we would like to take this time to advise you of our emergency procedures and to point out the location of the exits, which are identified by exit signs and can be found _________. You will be informed by an announcement (this could be by a recording if they are in the field house or by the client if they are in a building/room that doesn’t have a facility manager that provides automatically the audio recording and they have to make it verbally) or the sounding of the fire alarm system in the event of an emergency requiring an evacuation. In the event of an emergency, we ask that you leave in a calm and orderly fashion through the exits nearest you. If anyone has any questions or needs special assistance in case of an emergency, please let me know.

Thank you.

d. The RIT Event Coordinator (or backup Event Coordinator) will contact the on-site organization leader in the event of an emergency or when important information needs to be conveyed. The on-site organization leader should keep their cell phone with them at all times.

e. See Paragraph 7 (above) for information related to Public Safety Policy. Emergency response and communication information will be provided during the meeting with the Public Safety representative.