

## RIT EVENT RULES AND REGULATIONS

### 1. Use of Facilities.

The Contracting Party and its employees, agents, attendees, 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. The number of occupants must be limited to the safe capacity of the room or facility used. The Contracting Party is responsible to limit attendance so as not to exceed the safe capacity of any room in the facility. 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. Eating and drinking is not permitted in lecture halls, theatres and/or computer labs.

When using the Facilities, Contracting Party agrees to comply with all applicable state, federal or city laws and regulations, and with the policies and procedures of RIT pertaining to the use and occupancy of the Facilities, including but not limited to those enumerated below and in RIT's Institute Policies and Procedures Manual, available at the following web address:

<http://www.rit.edu/academicaffairs/policiesmanual/>. RIT reserves the right to prohibit any acts it deems, in its sole discretion, as violating any policy or which may pose a danger or risk to others.

Contracting Party agrees to take good care of the Facilities and to maintain the Facilities in as good order and condition as it was prior to Contracting Party's use.

Contracting Party agrees not to use or allow the Facilities to be used for any unlawful purpose. Contracting Party agrees not to commit or allow to be committed any waste or nuisance in or about the Facilities, or subject the Facilities to any use that would damage the Facilities.

### 2. Safety & Security.

RIT shall provide its routine general security patrols. If the Contracting Party requires additional security, it shall be provided by and coordinated through RIT's Public Safety Department, for which the Contracting Party shall pay prevailing rates. No other security staff shall be employed by the Contracting Party. The Contracting Party shall report all incidents to RIT's Public Safety Department.

RIT's Public Safety Department can be in immediate contact with emergency agencies and direct them to the correct campus location. The Contracting Party shall additionally furnish a full copy of any written report it creates of any such incident to RIT.

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 Contracting Party.

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3. Movie Viewing or Shows.

Any Contracting Party showing a movie on campus must provide proof that the movie was legally obtained as well as proof that they have a valid license for showing the movie at the event. Contracting Party must obtain and present proof of copyright insurance. Copyright insurance includes the insurance and the licensed movie itself, and which shall otherwise satisfy the insurance requirements of Exhibit B.

4. Contracting Party Background Check Policy.

If any attendees are either minors or vulnerable adults, the Contracting Party agrees to conduct, at its own expense, all legally required background checks on Contracting Party's employees and volunteers prior to the event.

5. RIT Student Alcohol & Drug Policy.

All Contracting Party's event attendees are required to abide by RIT policies and procedures governing the use of alcohol, including but not limited to RIT Policy D18.1 available at: <https://www.rit.edu/academicaffairs/policiesmanual/d181>.

6. Use of External Caterers or Vendors.

If Contracting Party hires an outside food vendor/caterer the outside food vendor/caterer must provide the following a minimum of ten (10) days prior to the event. The Contracting Party's use of external caterers and vendors shall be subject to RIT's Vendor policies, available at:

<https://www.rit.edu/academicaffairs/policiesmanual/c200>, and

<https://www.rit.edu/fa/grms/outsidevendors.html>. All external caterers must abide by the Monroe County Temporary Food Vendor Requirements and the New York State Food Handling Safety Guidelines and Requirements, available at:

<http://www.monroecounty.gov/File/Health/food/TempFoodQ&A.pdf>, and

[http://www.nyhealth.gov/environmental/indoors/food\\_safety/index.htm](http://www.nyhealth.gov/environmental/indoors/food_safety/index.htm).

Additional Considerations for Use of External Caterers or Vendors.

- a. If Contracting Party is planning an event that may be sponsored by any beverage company, written request must be submitted to the RIT Principal Contact no later than thirty (30) days before the event.
- b. If the Contracting Party will be providing and/or cooking food on campus the Contracting Party 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](http://www.nyhealth.gov/environmental/indoors/food_safety/index.htm)
- c. Other than the specific food and meal services approved in this Agreement, 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).

7. Use of Signs.

All posters, signs, or notices may not be posted on the RIT Campus without complying with the RIT Posting Procedures for Advertisements and Announcements and the prior approval of the Office of Government and Community Relations.

<https://www.rit.edu/studentaffairs/campuslife/posting-procedures-advertisement-announcements>

8. Smoking on RIT Premises or in Facility.

Pursuant to RIT policy no smoking is allowed in any RIT building. RIT's smoking policy is available at: <https://www.rit.edu/academicaffairs/policiesmanual/c160>

9. Service Animal, Assistance Animal, and Pet Policy.  
<https://www.rit.edu/academicaffairs/policiesmanual/c130>
10. Raffles and Other Games of Chance.  
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. If the Contracting Party intends to conduct a raffle or other games of chance, you must provide to your Principal Contact a copy of any license or permit no later than ten (10) days prior to your event.
11. Political Activities on Campus.  
RIT's Political and Legislative Activities Policy is available at <https://www.rit.edu/academicaffairs/policiesmanual/c100>
12. Procedures for Inviting Government Officials to RIT.  
<https://www.rit.edu/academicaffairs/policiesmanual/c100>  
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 Principal Contact.
13. Emergency Communication.  
Prior to the event, the Contracting Party shall review 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; and (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.
  - a. Contracting Party shall provide the emergency contact cell phone for the On-site Contact responsible while on campus. This, and the Contracting Party's schedule, will be provided to RIT Public Safety so they are aware of the Contracting Party's activities and location(s) should an emergency occur.
  - b. Emergency response and communication information will be provided during the meeting with the Public Safety representative.