

**BUILDING USE POLICY**

**2 Court Square**

**I. General Statement**

In accordance with CUNY Policy on Use of Facilities, the following guidelines provide information regarding the appropriate use of the CUNY School of Law facilities at 2 Court Square. Failure to comply with these guidelines, including damage to Law School property or conducting activities that infringe on the rights of others, may result in cancellation of the event, loss of use privileges, additional charges, and/or referral to other University agencies for appropriate action.

CUNY Law reserves the right to cancel any function before or during the activity, if the security and safety of the building and/or its occupants are threatened. For all events, the sponsoring groups will be held responsible for the conduct of those attending the activity. CUNY Law staff on duty will cooperate with the designated person to seek responsible action, but retains the ultimate authority if the activities are not being controlled according to CUNY Law and University standards. In addition, CUNY Law reserves the right to remove from its premises any person or persons who fail to comply with a lawful directive from a member of the Law School security personnel or administrative staff.

**II. Use of Facilities**

**1. Categories and Priority of Users**

First priority for use of rooms in the Facility shall be given to CUNY Law departments, divisions, programs and offices for curricular, administrative and other college purposes. Thereafter, priority shall be in the order set forth below. CUNY Law is not required to make its facilities available to users who fall into the commercial, partisan political, or other users category, but shall permit use under the categories specified.

a) Users affiliated with the college, including:

(i) Recognized student organizations,

(ii) Academic or professional organizations made up of persons on the college staff, provided each such organization is open to all members of the staff of such rank or ranks as are admitted to membership,

(iii) Other recognized organizations drawing membership without restriction from the membership of the college staff, or

(iv) Auxiliary enterprise corporations, college associations, child-care centers, arts centers, foundations and alumni associations.

b) Sister colleges of the University.

c) Other academic or professional organizations.

d) Government agencies and non-profit organizations of an educational, scientific, cultural, social, civic, religious, or similar nature.

e) Commercial, partisan political and other users.

Users in each category shall be treated on a uniform basis. Use by union organizations shall be governed by the applicable collective bargaining agreement with the University.

## **2. Denial of Use**

The Law School shall deny use to:

- a) Users who refuse to employ at their event the security personnel required by the Law School.
- b) Users who previously submitted a false application or that have previously violated the terms of a use agreement.
- c) Users who plan to use the facilities in a manner that obstructs or disrupts operations, interferes with freedom of movement on campus, exposes persons or property to safety hazards or risk of injury, or is unlawful.

Any individual whose presence in the Building at any time shall, in the reasonable judgment of the Director of Public Safety, be prejudicial to the safety, security of the Building may be denied access to the Building or may be removed from the Building. Any person who fails to comply with any lawful directive of public safety or administrative personnel may be denied access or removed from the Building.

## **3. Fees**

Fees for the use of the facilities shall be established by the School of Law. The School reserves the right to vary the fee for a particular facility based on the category of user. Additional services, such as extra housekeeping, security, catering, technicians, or equipment, shall be charged to the user at cost. The amount charged to affiliated users and sister colleges should not exceed the host college's direct costs for use of the facility. If the affiliated user or sister college is co-sponsoring an event with one or more outside organizations, the amount charged should be limited to that which may be apportioned to the outside organizations and which the host college would charge if it were the co-sponsoring college. The use of CUNY Law facilities may be subject to reasonable time, place and manner restrictions.

## **4. Procedures**

Applications for use of the facilities shall be on a form provided by the School of Law. Use shall comply with all applicable University and college rules and policies, and applicable local, state and federal laws. All facility users shall: assume full responsibility for any loss, damage or claims arising out of their use of the facility; Pay the appropriate use fee and other charges for the use of the facility and related services and Indemnify, defend, and hold harmless the University, the Law School, the Dormitory Authority of the State of New York, the State of New York, the City of New York and the appropriate University related entity (where applicable), as well as their officers and employees, from any liability arising out of the actions of the user, its agents, employees and invitees, incidental to the use of the facility by the user. Users may be required to provide evidence of appropriate and adequate insurance protection covering property damage, personal injury, or death arising out of the use of the facility. The chief administrative officer of the college may waive this requirement for government agencies and not-for-profit users upon a determination that there is minimal risk exposure to the college from the event

## **III. Supervision of Use**

The use and scheduling of facilities shall be under the control and supervision of the Associate Dean for Administration and Finance, or his or her designee(s). All rooms, other than individual offices and workspaces, must be reserved through the reservation process. Rooms will be reserved on a first come, first served basis.

## **Hours**

The Law School facility is open 24/7 for academic purposes. Events authorized in the facility must begin and end at specific and defined times, unless authorization and arrangements have been made with the Operations Department to extend the time.

## **Lounges and Commons Area**

Lounges, small group study areas and commons areas in the facility are spaces designed for relaxation, studying or visiting and are intended for the use and enjoyment of the Law School community. These areas may not be restricted for individual or private use unless reserved through the reservations process. Recognized student

organizations and University departments may apply for special use of the lounges through the reservations process.

**Catering**

The Law School reserves the right to require the use of a specific caterer or vendor for food and beverage service at the Facility.

**Distribution and Consumption of Alcohol**

Alcoholic beverages may only be consumed in designated areas.

**Weapons/Firearms**

No one entering the Building may carry or possess a firearm or other weapon unless expressly authorized to do so in writing by the Director of Public Safety.

**Publications and Newspaper Racks**

All magazines and newspapers must be placed in approved distribution stands. Distribution stands may be placed in designated areas only with the written approval of the Associate Dean for Administration or her/his designee. All distribution stands will be located in specifically designated locations. Outdated materials will be discarded. Materials without proper approval or improperly placed will be discarded.

Nothing in the foregoing procedures shall be construed to permit censorship of material or interference with free communication between employees and their organizations through the college or through other means or to diminish the existing right of employee organizations to distribute literature outside the college.

**Posting Materials**

Materials may only be posted in designated areas approved for the posting of materials. Materials improperly placed will be discarded.

**Fire Code Room Limits**

Reserved space may not exceed occupancy capacity as determined by applicable fire code requirements. If an event exceeds the occupancy limit, the event coordinator will be asked to help evacuate the necessary number of people to reach the appropriate limits. If necessary, the event will be stopped until enough people leave the venue to reach appropriate levels. If this does not work, the event will be canceled.

**Candles and Open Flames**

Candles, incense or open flames of any kind are not permitted inside the Law School building.

**Roller Blades, Skateboards, Bicycles**

Roller blades, skateboards, bicycles, and similar devices are not allowed in the Law School facilities. Bicycles must be stored in authorized bike racks only.

**Obstructing Sidewalks**

Sidewalks, entrances, corridors and exit, shall not be obstructed or encumbered by refuse or otherwise, and sidewalks, entrances, corridors and exits shall not be used for any purpose other than ingress or egress to and from the building.

**ID Cards**

Identification cards are issued by the Law School and remain its property. ID cards must be carried at all times when in the building. Lost or stolen cards must be reported to the Department of Public Safety immediately and replaced.

**Pets/Animals & Vehicles**

Pets and animals of any kind are not allowed in the facilities, with the exception of service animals.

**Food Deliveries**

All food deliveries must be picked up at the main public safety desk located on the first floor. Restaurant employees will not be permitted to access upper floors.

**Visitors**

All visitors must sign in at the Security desk in the main lobby. Visitors must be escorted to and from the workspace that they are visiting and sign out.

**IV. Workspace Use Guidelines**

Workspaces are to be utilized for legitimate business and academic activities, meetings, gatherings, and functions consistent with the recognized purpose of the departmental unit and the curricular and co-curricular mission of the Law School. It is expected that all staff and guests maintain an attitude of respect and civility and respond in a professional manner to students, staff, faculty, alumni and guests. Sleeping, overnight stays, or using the workspace as a place of residence in any way by any individual is prohibited.

**Keys**

Keys will be allocated to each person assigned a lockable workspace space. All keys must be returned at the end employment or upon separation from the particular department. If moving to a different workspace, the original workspace key(s) must be returned to the Public Safety Office.

**Plants**

A reasonable number of live houseplants may be maintained in workspaces. Plants may not be placed in common areas without authorization from the Associate Dean for Administration.

**Workspace Cleanliness**

Good standards of housekeeping are expected at all times. Faculty and staff will help the custodial staff with the task of emptying trash and cleaning floors by putting trash into wastebaskets and keeping floors clear. Food items should not be left out. No occupant shall permit rubbish or garbage to be stored anywhere in or outside of their workspace.

**Noise Levels**

Music must be played at reasonable levels and contained in offices or leased areas. No loud or disturbing noises or objectionable odors shall be produced upon or emanate from workspaces.

**Smoking**

No smoking or use of any tobacco products or electronic cigarettes is permitted in the Building or within 25 feet of any entrance to the Building.

**Refrigerators/Freezers**

Appliances, including refrigerators, freezers, and microwaves are permitted in authorized areas only. Cooking appliances, such as hot plates and coffee makers, and space heaters are not permitted. No one shall permit or keep any inflammable, combustible, or explosive material, chemical or substance in their workspace.

**Loss of Valuables**

Individuals must take every reasonable precaution to protect him or her from loss or damage of valuables. Do not store valuable personal possessions in your workspace. The Law School shall accept no responsibility for the theft or loss of monies, furnishings, equipment, supplies, valuables, or other effects owned or in the possession of an employee or guests thereof.

**Green Building**

The Law School building is a "green" building that has achieved Gold LEED certification. Access to natural light and views greatly enhances the building's environmental friendliness and livability for all members of the Law School community. Because they take natural light and views from staff and students, coverings of any kind on the glass walls of perimeter offices are prohibited. Please conserve energy and use the recycling bins.

**Physical Alterations to Your Workspace**

Generally, altering or penetrating the floor, walls, ceilings, and doors is not permitted. Furniture, shelving, equipment, or items may not be attached to the walls, ceilings, or floors, doors or partitions without written permission of the Associate Dean or designee.

**Furnishings**

No additional furnishings, including sofas, bookcases, or tables may be put into workspaces.

Dated: May 29, 2012