

CT STATE COMMUNITY COLLEGE NAUGATUCK VALLEY
RULES FOR FACILITY USE

SECTION I – APPLIES FOR USE OF ALL FACILITIES

1. **FOOD SERVICE:** The following food services are prohibited:
 - a. Hot foods prepared at a residence and transported to the college;
 - b. Cut fruit that is not maintained at a temperature of 45 degrees
2. **ALCOHOLIC BEVERAGES:** Serving or sale of alcoholic beverages is discouraged. Users wishing to serve or sell alcohol on campus must complete an application and submit a minimum of two weeks in advance of the requested date to the Dean of Administration and approved by the Chief Executive Officer. Please contact the office of the Dean of Administration to discuss requests to serve or sell alcoholic beverages, 203-575-8089.
3. **SIGNS:** Posting of directional signs to events is not permitted without permission in advance by CT State Community College Naugatuck Valley Dean of Administration. If permission is granted, users will only be permitted to post on easel stands or non-committed bulletin boards. Signs may not be posted directly on any of the permanent college signs. All signs must be removed by the sponsor *immediately* following the activity.
4. **ACCESS TO FACILITIES:** Users will have access to the assigned room during the hours indicated on the approved Facility Reservation Request. Set-up and breakdown must be done within the reserved time and must not impede use of the space by another group at a time that has not been reserved. Under no circumstances should a group utilize a facility that has not been assigned or approved in advance. Emergency closures are posted on the college website and broadcast through local media outlets, as well as on the CT State Community College website: www.ctstate.edu.
5. **PARKING:** Attendees must park in student-designated spaces unless otherwise instructed by CT State Community College Naugatuck Valley's Campus Police office. If the event requires transportation by busses or vans, a specific drop-off location will be communicated to the customer in advance. The customer will need to provide the Campus Police office with the following information: 1) number of buses 2) names of schools 3) cities/towns the buses will be arriving from.
6. **SUPERVISION:** The event's director or designee must be present whenever the reserved space is occupied. The event director is considered to be the contact person on the initial facility reservation request. A minimum supervision ratio of 1 adult to every 10 children must be maintained for all activities involving children under the age of 18.
7. **FUNDRAISING:** Fundraising and/or the selling of items for profit is prohibited.
8. **EQUIPMENT:** All user-owned equipment must be removed by designated end time. Permission to bring in equipment prior to scheduled reservation must be obtained in advance through the Maintenance Department. The college is not responsible for property brought to and/or left on campus. College owned equipment must remain in the designated facility.
9. **SMOKING:** CT State Community College Naugatuck Valley maintains a smoke-free environment. All forms of smoking, including vaping, are prohibited inside all college facilities, and is only permitted in designated areas outdoors.
10. **EMERGENCIES:** In an emergency, call extension **58112** from an on-campus phone or **203-575-8112** from an off-campus or cell phone. For non-emergency related calls, dial **58113** from an on-campus phone, or **203-575-8113** from an off-campus phone.
11. **INTERNET ACCESS:** CT State Community College Naugatuck Valley has wireless networking in all buildings. Personal laptops, PDAs and cellular devices with wireless capability may access the network by obtaining a CT State Community College Naugatuck Valley guest account through Dean of Administration's office (203-575-8089).
12. **PROGRAM CONTENT:** All programs must be presented as stated and described on the initial facility reservation request. Substantial deviation is not permitted and may lead to the cancellation of an event.
13. **CONDITION OF FACILITIES:** Customers must ensure facilities are returned to the same condition they were found upon arrival.
14. **OTHER:**
 - a. Use of candles (or other open flamed items) and/or hazardous materials is strictly prohibited.
 - b. Animals are prohibited on campus, excluding guide dogs and other service animals assisting individuals with disabilities. Contact the office of the Dean of Administration for additional details (203-575-8089).

- c. Other prohibited items include: open flames, smoke/fog machines, glitter, confetti, and all balloons. Chalk, paint, or any other materials should not be used on the building or sidewalks. Items should not be affixed to the walls, windows, doors, floors, columns, light fixtures, or hung from ceilings.
15. **DEPOSIT:** A deposit of **25%** of the total rental fee will be required at the time of your booking to guarantee your reservation. This requirement is waived for state agencies.

SECTION II – APPLIES FOR USE OF THEATERS

1. **THEATER FACILITIES:** CT State Theater staff must be on site for all Theater events. Reservation of a theater generally includes the theater assigned, box office, green room and dressing rooms. Reservation does not include scene shop or costume room. If both theaters are being used simultaneously, the box office on Level 3, the green room, and the Level 4 dressing rooms will be assigned to the Mainstage unless otherwise indicated by CT State Community College Naugatuck Valley staff.
2. **TECHNICAL & LOGISTICAL PLANNING:** A planning meeting is required between the customer and the Technical Director at least two weeks in advance of the scheduled date to discuss specific details related to the planning, implementation, and execution of the event.
3. **TECHNICAL SYSTEMS:** Technical systems (lighting, sound, and rigging) may not be operated by any customer without a house technician present. Users of the theaters will have access to the college's current light plot. At the discretion of the Technical Director, changes may be made if time allows and with a minimum of 2 weeks advance notice. Any changes to the existing plot are the responsibility of the user, must be carried out by user's personnel, be returned to their original state by the end time indicated on the reservation form, and are only made under the direct supervision of a house technician.
4. **EQUIPMENT NEEDS:** Any equipment needed for an event must be discussed with the technical Director a minimum of 2 weeks in advance of the commencement of said activity. Any additional equipment needed (e.g., Marley Dance Floor, Recording Devices) must be supplied, installed/set-up, and operated by the customer.
5. **BANNERS, SIGNS, and DECORATIONS:** Hanging of any banners or signs in the theaters must be rigged safely and under the supervision of the house technician. Pinning of signs, banners or decorations to the stage curtains is not permitted. Should the need occur that the house fly system be used to rig such banners or signs, this is to be done under the direct supervision of the Technical Director. Prohibited items include: open flames, smoke/fog machines, glitter, confetti, and all balloons. Chalk, paint, or any other materials should not be used on the building or sidewalks. Items should not be affixed to the walls, windows, doors, floors, columns, light fixtures, or hung from ceilings.
6. **FOOD AND/OR BEVERAGES** may be consumed in the theater lobbies on Levels 3 and 4. Food and/or beverages are *not* permitted inside the theaters.
7. **TICKET OFFICE and USHERS:** Users must provide their own ticket office personnel and ushers for all events.
8. **ASSISTIVE LISTENING SYSTEM:** The customer is responsible for issuing and collecting all assistive listening system equipment. CT State Community College Naugatuck Valley staff conducts inventories before and after each event. Loss of equipment will result in a charge to the customer that is equal to the cost of purchasing replacement equipment.
9. **PROPER USE OF THEATERS:** The Technical Coordinator has the final authority on all activities that occur in the theatres including, but not limited to, use of equipment, erection of scenery, safety/security issues, and proper use of facilities.

SECTION III – APPLIES FOR USE OF CLASSROOMS

1. **FOOD AND/OR BEVERAGES** are prohibited in classrooms.
2. **PHYSICAL APPEARANCE:** Seating arrangement must be returned to the original position by the customer unless other arrangements have been made and are included in the Letter of Agreement. All boards must be fully erased.
3. **SUPPLIES:** Chalk, erasers, dry erase markers, easel pads, and other general items must be supplied by the customer.

Questions?..... Contact the office of the Dean of Administration at (203) 575-8089.

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