EMPIRE COMMONS COMMUNITY BUILDING USE
SUMMARIZATION of GUIDELINES

The conference rooms in Empire Commons Community Building may be used for meetings, programs, and other university focused events. Conference Rooms can be reserved via the Albany Event Management System (EMS). Organizations outside of the university may reserve conference rooms, as long as a Revocable Permit is on file. If there is no permit on file, there is a one-time fee of $50 separate from the reservation charge. If an outside organization doesn’t have access to EMS, please email univapts@albany.edu.

For further information, please visit the EMS website uaems.albany.edu. For further questions, please contact Empire Commons Community Building at 518-956-6250. The patron(s) making the reservation is completely responsible for returning the area used to the condition it is given in. Patron(s) will be billed for any damages and/or excessive cleaning that is necessary as a result of their use.

No belongings may be left in the community building overnight and no alcohol may be possessed or consumed in the Empire Commons Community Building at any time, regardless of age. Events may not charge admission or cause excessive noise. Failure to adhere to these policies will revoke all future use of Empire Commons conference rooms.

Empire Commons Community Building is open Monday- Friday from 8:30AM- 12:00AM (midnight) and Saturday and Sunday 12:00PM- 12:00AM (midnight). Summer and Holiday hours will vary. All programs must be scheduled 30 minutes after the Community Building opens and be completed 30 minutes before the Community building closes.

Space Reservations
The Community Building Administrative Assistant Apartment Coordinator schedules all conference room space on Empire Commons. Requests for spaces needs to be made via EMS and at least TWO WEEKS PRIOR to the event. If these circumstances are not met, then the request will be denied. In all cases, previously scheduled meetings take precedence. (See Fee Schedule below)

All set up and break down time must be included within the reservation. For example, if the event is from 9:00AM- 5:00PM, please schedule 30 minutes prior and 30 minutes post the event for set up and clean up. The room will not be available before the scheduled and time paid for.

Each patron assumes total responsibility for any lost or stolen property. Valuables should not be left unattended in the facility.

Fee Schedule (All Student Groups must be approved by The Office of Student Involvement)

<table>
<thead>
<tr>
<th>Area</th>
<th>Price (UAlbany/Non UAlbany) 1/2 day</th>
<th>Price (UAlbany/Non UAlbany) full day</th>
<th>Student Association recognized groups - After 5:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excelsior Room 107</td>
<td>$30/$50</td>
<td>$30/$50</td>
<td>$10 **w/purchase of Large Conference Room</td>
</tr>
<tr>
<td>Capital Room 108</td>
<td>$30/$50</td>
<td>$30/$50</td>
<td></td>
</tr>
<tr>
<td>Large Conference Room 110</td>
<td>$65/$100</td>
<td>$100/$150</td>
<td>$30</td>
</tr>
<tr>
<td>Entire Conference Area</td>
<td>$150/$270</td>
<td>$250/$450</td>
<td>$40</td>
</tr>
<tr>
<td>Late Charge</td>
<td>$20</td>
<td>$20</td>
<td>N/A</td>
</tr>
<tr>
<td>Cancellations</td>
<td>10% of total billed</td>
<td>10% of total billed</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Catering
No outside catered food is allowed; catered food must be through Sodexo. Please see the following link for details: https://ualbanydining.com/catering/studentcatering.html. Sodexo is responsible for removing remaining catering equipment and food.
All garbage must be placed into trash containers. Dumpsters are located on Empire Commons for any large items or additional garbage (located behind A cluster, next to D1, and behind F cluster).

**Parking**
For parking procedures and associated fees for all patrons, please contact Parking Services in advance. Please see the following link for details:

**Payments**
All payments must be made within **ONE MONTH OF** the event being held. The check or money order must be made payable to *Empire Commons Student Housing Inc.* and brought in to the Empire Commons Community Building or addressed to Brittany Bookman if mailed. Regular charges, as per the Fee Schedule, will be assessed for all patrons to include the resets of chairs and tables, and media accommodations.

**Cancellations**
If it is necessary for group to cancel an event, a cancellation fee of 10%, of the total estimated fee will be retained.

*If any of the requirements mentioned are not met then all future requests of Empire Commons conference rooms will denied to the organization or department.*