

Memorandum

TO: Student Activities Center Facility Users
FROM: Hedieh Resciniti, Assistant Director Facilities Operations
Student Activities Center & Stony Brook Union
SUBJECT: SAC Facility Usage Fees
DATE: June 27, 2017

The following SAC Facility Usage Fees were approved for implementation effective for the 2017-2018 academic year. In general our rates remained the same from the 2016-2017 academic year with minor tweaks to our staffing fees due to the minimum wage increase. We updated/replaced some A/V equipment due to normal wear and tear. Additionally we have added two new categories to distinguish specific usage fees as it applies campus wide:

1. External Organization: events organized by a non-Stony Brook organization. An example is a trade show hosted on-campus.
2. SBU Internal Department: events organized by a recognized Stony Brook University department.
3. Non-Profit and External Organization Sponsored by an Internal Department: events organized by a Stony Brook department on behalf of an external organization. An example is an academic department hosting a national conference. This category also applies to events organized by non-profit organizations or government agencies not affiliated with Stony Brook University.
4. Internal-External Extended Usage: Departments or internally sponsored external groups utilizing space three or more times a week for a period of four weeks or more.
5. Student Organization: events sponsored by recognized student clubs and organizations. Programs offered by the Student Activities Board are examples of this category.
6. Private Tutoring Companies: External groups/companies utilizing space for private tutoring purposes.

After conducting a survey of surrounding universities and conference centers I believe we offer a very competitive pricing structure and we look forward to working with you during the upcoming year. These rates are effective as of July 1, 2017 for all events booked from this date forth.

If you have any questions regarding our rates, or how to book a space in the Student Activities Center or Stony Brook Union please feel free to contact the Office of Facilities Reservations at 631.632.4591 or e-mail sacsbuervations@notes.cc.sunysb.edu

cc. Interim Dean of Students – Jerrold Stein
Howard Gunston – Director Facilities Operations