COLGATE UNIVERSITY
Policy for the Use of University Facilities for Weddings and Events

This policy addresses the use of University facilities for non-official, non-university purposes. A description of the facilities (with their capacities and charges,) guidelines for use, and procedures for scheduling are provided.

Guidelines:

University facilities may be rented for private events by current and retired Colgate faculty, staff, employees, alumni, current students, the immediate family of the above and special friends of the University. Depending on the facility, certain conditions or restrictions may apply.

Colgate facilities may not be used for fundraising purposes. Colgate may however, allow volunteer, non-profit public service organizations which render a recognized public service to the University or the University community to use its facilities.

Summer events and weddings may not be scheduled earlier than one week following Reunion weekend and no later than two weeks prior to the arrival of the first year students. Events may be scheduled on semester breaks.

Procedure for Reserving Facilities

The Division of Administrative Services schedules all facilities (excluding the Chapel) for non-official, non-university purposes. Requests may be made by telephone at 315-228-7488 or in writing to Stacy Smith (sasmith@mail.colgate.edu) in the office of Administrative Services. Requests will be processed on a first-come, first-served basis in accordance with the guidelines above. Chapel reservations can be made by contacting Roberta Healey (rhealey@mail.colgate.edu), Concert Manager in the Music Department at 315-228-7642.

The University’s academic and summer programs have priority use of all facilities at all times. Summer facility reservations may be cancelled if they conflict with these programs. Confirmation of summer reservations for the following year shall be made on September 1st with the reserving party.

*The Hall of Presidents, Clark Room, and Alton Lounge will not be available from January 2005 through the fall of 2006 due to the renovation and expansion of the Case Library. If you are considering an outdoor wedding or reception, please be advised that this construction is ongoing and may affect the flow of traffic and the view.*
Weddings

**Indoor Ceremony Locations:**

- **Colgate Chapel (#24 on the map):** The Chapel has a total seating capacity of 750: 450 on the lower floor, 200 in the balconies and 100 on the stage. There is no center aisle and it is not air-conditioned. The bridal party is responsible for arranging for the clergy of their choice for the ceremony. There is a custodial fee of $165 for the use of the chapel.

  The chapel can accommodate two weddings per day, with 2 hours required between the end of the first and the set-up of the second ceremony to allow for cleaning.

  No rice can be thrown outside the chapel. Bird seed and flower petals are permitted.

  Weddings are only permitted in the chapel when the University is not in session. A reservation form is required and can be obtained by contacting Roberta Healey at 315-228-7642 or by e-mail at rhealey@mail.colgate.edu.

**Outdoor Ceremony Locations:**

Outdoor ceremonies may be held at the following locations: Library Peninsula, Commencement Site Peninsula, and the Merrill House lawn.

- **Library Peninsula (A on the map):** This spot allows for an approximate 200-250 chair set-up. A tent is permitted. There is no electric setup available at the site. Bathroom facilities in the Student Union are available for wedding party and guests’ use. Parking is available in the Case Library parking lot and on Lally Lane.

- **Commencement Site Peninsula (B on the map):** There is no electrical service available at the site. A tent is permitted. Parking is available in the Case Library parking lot, on Lally Lane, and on the Oak Drive turn-around. PARKING IS PROHIBITED ON OAK DRIVE.

- **Merrill House Lawn (C on the map):** Limited electrical power is available. A tent is permitted. Parking is available in the Merrill House parking lot and in the James B. Colgate Hall parking lot. PARKING IS PROHIBITED ON OAK DRIVE.

  There is a **$200 fee** for the use of any of the above sites for an outside ceremony. In addition, all Buildings and Grounds support charges incurred for the set up at the ceremony site will be billed to the wedding party after the event in addition to the site fee. Tent companies must coordinate all setup and teardown, and clean-up arrangements with Stacy Smith and Buildings & Grounds. Clean-up of the area must be completed within a 48 hour timeframe.
One outdoor wedding ceremony will be allowed on any one weekend. Reservations will be taken on a first-come basis. A Certificate of Insurance must be submitted for the event. A copy of Colgate’s insurance requirement is attached.

To reserve any of the outdoor sites for a ceremony, interested parties should contact Stacy Smith, in the Office of the Vice President for Administration at (315)228-7488 or by email at sasmith@mail.colgate.edu.

**Indoor Reception Locations:**
Indoor receptions can be held in the following facilities: Merrill House, the Commons, and the Hall of Presidents. The fees for any indoor reception are outlined below and on the attached fee schedule.

- **Merrill House (#2 on the map).** Merrill House can accommodate 46 guests in the main dining areas: 24 in the Mural Room and 22 in the Library Room. The Living Room can seat an additional 25 in an informal setting. The standing capacity of the facility is 110. The Private Dining Room on the main level accommodates up to 12 for a private gathering. Arrangements may be made with Buildings and Grounds to add additional seating or change current table configurations. The chairs and tables in the dining area may be rearranged but cannot be removed from the facility. There is a kitchen facility available to caterers in Merrill House. The caterer must contact the Merrill House chef Davis Barnes for a facility tour prior to the event. The front and back porches may be used for your event. The main floor of Merrill House is moderately air conditioned. Visitor parking is available in the parking lot behind Merrill House and in the James B. Colgate Hall parking lot. There are 3 bathroom facilities located on the first floor (1) and the lower level (2) for guest use.

- **The Commons (#56 on the map).** The Commons is located in the Parker Apartments. Dining capacity of 168 and standing capacity of 190. There is limited kitchen space available at the Commons with permission of Sodexho. There are round table and chairs available for use at the facility. There is no air conditioning. Parking is available in the apartment building parking spots and on the entrance road.

- **Hall of Presidents (#37 on the map).** This is the largest facility available with dining capacity of 340 and standing capacity of 560. The suggested capacity for a wedding reception where a dance floor is required would be no more than 250 guests. There are round tables and chairs available for use in the Hall. There is a stage (raised platform) that can be used for a band. The adjacent Clark Room and Alton Lounge may be used for a pre-reception cocktail hour and the latter as a coatroom. There are no kitchen facilities available in the Hall of Presidents. The limited kitchen space in the Pub (located on the first floor in the student union) may be made available to the caterer with permission from Sodexho. There is no air conditioning in the Hall of Presidents. Parking is available in the Case Library parking lot and in the spaces on Lally Lane. Please note the Hall of Presidents, Clark Room and Alton Lounge will not be available beginning in January of 2005 through late 2006.
**Outside Receptions:** Outdoor receptions are allowed on Whitnall Field and on the Merrill House front lawn. The wedding party is responsible for tent arrangements and rental of tables and chairs. A list of area companies providing these services follows. The tent company representative must coordinate setup with the Buildings and Grounds office at 228-7130 as an electrician must mark the site before any stakes are placed in the ground. *This cost is per hour and will be billed to you.*

- **Whitnall Field Site.** Location is in front of the James C. Colgate Student Union. Bathroom facilities in the Student Union are available for guests. Power is available on site. Parking is available in the Case Library parking lot and in the spaces on Lally Lane.

- **Merrill House Site.** Location is on the side hill in front of the Class of 2002 Garden. Limited bathroom facilities in Merrill House are available to guests. Limited power is available on site (*6 circuits of 20 amps each*). Visitor parking is available in the parking lot behind Merrill House and in the James B. Colgate Hall parking lot. If the number of guests is to exceed 100, an additional charge for custodial services during the event to maintain the facility will apply.

There is a **$300 fee for current employees** and a **$500 fee for Alumni** for the use of any of the above sites for an indoor or outdoor reception. *In addition, all Buildings and Grounds support charges incurred for the set up at the site will be billed to the wedding party after the event in addition to the site fee.* Tent companies must coordinate all setup and teardown, and clean-up arrangements with Stacy Smith and Buildings & Grounds. Clean-up of the area must be completed within a 48 hour timeframe.

One wedding reception will be allowed on any one weekend. Reservations will be taken on a first-come basis. A Certificate of Insurance must be submitted for the event. A copy of Colgate’s insurance requirement is attached.

To reserve any of the above indoor or outdoor locations for a reception, interested parties should contact Stacy Smith, in the Office of the Vice President for Administration at (315)228-7488 or by email at sasmith@mail.colgate.edu.
Catering for Events:

Weddings and events may be catered by any caterer with appropriate liability insurance in the amount of $1,000,000 showing Colgate University as “Additional Insured” for the day’s event.

If alcohol is to be served, caterers must have a liquor license and provide proof of liquor liability insurance in the amount of $1,000,000. If the caterer does not have liquor license, host liquor liability insurance must be provided by the renter in the amount of $1,000,000. The proof of insurance should be a certificate of insurance, obtainable through the insurance agent for the liability policy. This certificate must name Colgate University as an “Additional Insured” for the duration of the event. Brenda Dutcher in the Treasurer’s office (bdutcher@mail.colgate.edu or 315-228-7488) can assist the caterer with any insurance questions that may arise. A copy of our insurance requirements is attached for your use and information.

A list of area caterers appears below. Caterers must leave the kitchen and preparation areas in the condition the areas were in prior to the event. The reserving individual or organization will be charged for any damage or missing items.

Local Caterers:

- Colgate Inn
  Payne Street
  Hamilton, NY 13346
  (315) 824-2875

- Sodexho Corporation
  Colgate University
  13 Oak Drive
  Hamilton, NY 13346
  (315) 228-7670

- Seven Oaks Clubhouse
  2 East Lake Road
  Hamilton, NY 13346
  (315) 824-4420

- Brewster Inn
  6 Ledyard Avenue
  Cazenovia, NY 13035
  (315) 655-9232

- Curtain Call
  7 Lebanon Street
  Hamilton, NY 13346
  (315) 824-1434

- Parkside Café and Catering
  20 Broad Street
  Hamilton, NY 13346
  (315) 824-3015

- Roger’s Market
  41 Lebanon Street
  Hamilton, NY 13346
  (315) 824-3640

- The Hamilton Inn
  East Lake Road
  Hamilton, NY 13346
  (315) 824-1245

- Poolville Country Store
  1245 Earlville Road
  Poolville, NY
  (315) 691-2677

- Julie’s Place & Karen’s Catering
  770 James Street
  Syracuse, NY
  (315) 472-9258

- Dinosaur Bar-b-cue
  246 W. Willow Street
  Syracuse, NY
  (315) 476-1662

- Touch of Class
  Waterville, NY 13480
  (315) 841-4071

- Brae Loch Inn
  5 Albany Street
  Cazenovia, NY 13035
  (315) 655-1844
**Emergencies during event:** The Campus Safety Office is located in the green building adjacent to Hamilton Street and the office is open 24 hours/7 days a week. To reach a campus officer for routine matters such as unlocking a facility, dial 7333 on any campus phone. In emergency situations, you should dial 911 which will go directly into Colgate’s Campus Safety Office on a special emergency phone. Also, there is an emergency phone located just inside the front doors of James C. Colgate Hall that will automatically dial the 911 phone at Campus Safety.

**Entertainment:** The use of bands, DJ’s and orchestras is permitted at all sites on campus. If you are having entertainment outdoors you will need to obtain a permit from the Village Offices to be signed by the mayor. This should be done at least one month in advance of the ceremony. You may contact the offices at (315) 824-1111 to request the permit or visit the office at 3 Broad Street. **Limited** electrical supply is available at Merrill House, please note this when planning your event. In the event of electrical problems during your event, please call the Heating Plant for 24-hour assistance at extension 7468.

**Decorations:** The use of balloons is prohibited in the Hall of Presidents. The wedding party will bear any expense for the removal of balloons from the ceiling including use of a lift and repair of damage to the fans. Candle use is permissible in all facilities, but limited to one candle per table in Merrill House.

**Custodial Support:** The reserving individual or organization must compensate the University for labor associated with setting up and removing materials in support of the event or wedding reception. The standard charges may include a Grounds charge for moving of tables between facilities and/or custodial charges for restroom preparation and location clean-up following the event. All ground decorations (signs, etc.) must be removed immediately after an event. A work order requesting Buildings and Grounds support must be prepared with the assistance of Stacy Smith (telephone (315) 228-7488 or email sasmith@mail.colgate.edu), at least two weeks prior to the event. **All charges for B&G support are billed separately from the facility fee. Please see the attached fee schedule for fee estimates.**

**Rental Fees and Deposit:** The fees for facility rental are specified in the Rate Schedule form attached. Fees include the use of the tables and chairs that are present in the space. These styles vary by location. Some additional tables and chairs are available. These requests for use would incur an additional B&G support charge. **Tables and chairs are not available for use in tented receptions.**
## Rental Fees 2005-2006

### Weddings Ceremonies:
*This fee is the same for Employees, Alumni & Current Students*

- **Outside Wedding Ceremonies:** $200 *
- **Chapel:** $165

### Indoor/Outdoor Receptions
- **Employees:** $300*
- **Alumni and Current students:** $500*

### Other Events:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Standing Capacity</th>
<th>Standing Capacity Capacity</th>
<th>Rental Fee (up to 6 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commons</td>
<td>200</td>
<td>168</td>
<td>$250*</td>
</tr>
<tr>
<td>Alana Cultural Center</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mult-Purpose Room</td>
<td>160</td>
<td>40 (max 64)</td>
<td>$150*</td>
</tr>
<tr>
<td>Frank Dining Hall</td>
<td>600</td>
<td>700</td>
<td>$400*</td>
</tr>
<tr>
<td>Merrill House</td>
<td>110</td>
<td>50</td>
<td>$100*</td>
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<tr>
<td>O’Connor Campus Center</td>
<td></td>
<td></td>
<td>$150*</td>
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<tr>
<td>Dining Room</td>
<td>130</td>
<td></td>
<td></td>
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<tr>
<td>TV Room</td>
<td>110</td>
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<tr>
<td>Fireplace Area</td>
<td>121</td>
<td></td>
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<tr>
<td>Conference Room</td>
<td>65</td>
<td></td>
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<tr>
<td>Student Union</td>
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<td></td>
</tr>
<tr>
<td>Clark Room</td>
<td>240</td>
<td>110</td>
<td>$150*</td>
</tr>
<tr>
<td>Hall of Presidents</td>
<td>500</td>
<td>340</td>
<td>$300*</td>
</tr>
<tr>
<td>Pub</td>
<td>168</td>
<td>168</td>
<td>$150*</td>
</tr>
</tbody>
</table>

* Fee does not include custodial and grounds fees

Any work on the weekend is subject to a 3 hour minimum charge and rates are subject to rate increases each year in July.

**Custodial Room Preparation Estimate: Based on 250 Guests**

- **Monday- Friday**
  - 2 hours @ 33.68/hour = $67.36
- **Weekends (Overtime)**
  - 6 hours @ 33.68/hour = $202.08

**Custodial Clean-up and take down of Room**

- **Monday- Friday**
  - 4 hours @ 33.68 = $134.72
- **Weekends (Overtime)**
  - 6 hours OT @ 33.68 = $202.08

**On Duty Custodian for Event**

- $33.68/hour minimum charge of $150.00

**Grounds Support**

- **Monday- Friday**
  - $35.79 per man hour
- **Weekends (Overtime)**
  - $35.79 per man hour minimum $150.00

**Electrician Support**

- **Monday- Friday**
  - $46.87 per man hour
- **Weekends (Overtime)**
  - $46.87 per man hour minimum $150.00
Other Services:

**Wedding Cakes**
Florentine Bakery – (315) 724-8032, email: cannoli@borg.com
Beatrice French – (315) 691-4238
Brenda Mason – (315) 841-8521

**Clergy**

**Band**
Club Ed – (315) 824-3654
Candlelight Music, string quartet - (315) 637-0251
Mark Shiner, American Art Trio – (315) 824-2736
Red Raville’s Big Band Sounds – (315) 691-3909

**Organists**
Marian Amico - (315) 853-2458

**D.J. Service**
Ed Vollmer – (315) 824-3654
Hot Wax DJ Service – (607) 336-7451
E.J. the D.J. – (315) 339-5299
Black Tie Entertainment – (315) 793-0061 or (315) 492-7985
Rockstar D.J – Rhett Genung (607) 336-1955

**Portable Sound Systems**
Concord Studio and Sound (315) 423-7521
Ed Vollmer – (315) 824-3654

**Limo Service**
Caz-Limo (315-662-7030
Northeast Service – (315) 361-5466
Partrican’s – (315) 475-LIMO
VIP (315) - 824-5254

**Horse/Carriage Ride**
Elaine Hughes – (315) 691-6941

**Florist**
Hamilton Flower Shop– (315) 824-0910
Full Bloom Florist - (315) 824-3855
Battisti’s Flower Shop – (315) 684-9178
Das Blumen Florist – (315) 682-9600
The Floral Fantasy – 800-679-9478
Photographer
Pictures with Pride – (315) 684-3691
Warren Bunn – (315) 684-3691
Timeless Creations – (315) 737-9779
John Hubbard – (315) 824-2403
Tim Sofranko – (315) 824-4606
Tom Brown – tombrown@acent.net – website: www.tommybrown.com

Rental – Tent, Tables, Chairs, Linens and China
Auburn Party Rental – (315) 253-9912
Able Smith Tent & Party Rentals – (315) 342-8368 or (315) 253-8000
Century Party Rental (315) 452-1240
Morris Tent – (607) 263-5359
Nationsrent – (315) 446-7101
Tent Gallery – (315) 865-6520

Attire
A Vitullos – (315) 724-2169
House of Windsor Bridals – (607) 336-4696
McLaughlin’s – (607) 336-4696

Hairdressers and Salons

Accommodations
Please see the Lodging page on the Colgate.edu website for a complete listing
TO:  
FROM:  
DATE:  

It is the policy of Colgate University that before any outside parties can sell a product, conduct an event, commence construction or repair work, supply leased equipment or utilize Colgate premises, a Certificate of Insurance must be received by the Treasurer's Office. Required Certificates should name Colgate University as an Additional Insured and evidence the following coverage and limits:

General Liability including Products and/or Completed Operations: $1,000,000
Automobile Liability: $1,000,000 Combined Single Limit (if your business requires you and/or your employees to drive on Colgate University campus)
Worker's Compensation: Statutory New York State Coverage (if your business requires you and/or your employees to be on Colgate University campus)

Colgate University reserves the right to request Umbrella Liability with a $5,000,000 limit and Errors and Omissions/Professional Liability for large contracts. Certificates must be on file prior to commencement of operations, and must be updated on a yearly basis. Thirty (30) days written notice is required prior to cancellation of any insurance policy. Please feel free to contact the Treasurer's Office at (315)228-7765 if you have any questions regarding these requirements.

/bld
cc: Treasurer's Office

1 The Case Library lot will be closed due to construction until 2006.