RAC

The Plan For Bringing The Field House On Line In 1991

Report of the Director of Physical Education, Athletics and Recreation

to

The Vice-President of Student Affairs

June 20, 1991

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I. OVERVIEW

At your request, a transition plan for 1991-92 in the Department of Physical Education, Athletics and Recreation, taking into consideration the occupancy and operation of the University Field House and integrating the operational plan with other departmental facilities, departmental programs and University programs, is here-herewith submitted for your review.

The **Plan** is presented at this time without substantive information pertinent to the funding and staffing of operations. It is presented in the manner that will allow for full operations of the field house, physical education building, bubble and outdoor facilities. The **Plan** does not address the operations of the Plant Department.

II. TIME-TABLE 1991-92

It is expected that the field house will be completed by October 1, 1991 and that the installation of the 4,506 seats by the Hussey Corporation of North Berwick, ME will be installed by the same date and that the lockers and benches in the various locker rooms will be in place, as well. Movable and fixed equipment, such as exercise machines, training room equipment, washers and dryers, basketball backstops, track and field equipment, office equipment and various cleaning machines will be delivered within the next few weeks after occupancy.

III. PHYSICAL OCCUPANCY OF FIELD HOUSE

Once essential services are available and equipment required for operations has been delivered and installed, the move of administrative offices will take place. Twelve-month professional and support personnel will move to the office floor level while athletic training personnel and equipment room personnel move into the appropriate areas.

Locker rooms will be assigned to intercollegiate teams and locker rooms for student and faculty users of recreational facilities will be made available, as well. The specific sports which will be given locker room space are men's and women's track and cross country, men's and women's basketball, men's and women's lacrosse, men's and women's soccer, women's softball and men's baseball. Wrestling, men's and women's swimming, women's volleyball and men's and women's tennis will have assigned locker room space in the physical education building. Football will have lockers assigned in the physical education building for the 1991 season and may move to the field house in 1991. The support areas of athletic training and equipment storage and issue make this move a likely one. In addition, the second level of the field house provides direct access to practice and game areas for teams.

Physical education classes have not been scheduled for the fall semester in the field house. For the 1992 spring semester, it is likely that classes will be offered in regularly-scheduled time slots.

Intramural and recreational basketball will be scheduled by late fall and the weight and aerobics exercise rooms will be available for student use. Racquetball and squash court reservations will begin by mid-fall.

Scheduled intercollegiate contests in men's and women's basketball and men's and women's indoor track and field will take place beginning in November. The first women's and men's basketball contests are set for November 26 at 5:45 and 8:00 p.m. against the University at Binghamton. Track and field competition will begin in the spring semester. The basketball teams will begin practice on October 15th and men's and women's track will begin training about a month later.

IV. DEDICATION AND INAUGURAL ACTIVITIES

No discussions have been held to date about a formal dedication ceremony. Consideration should be given to the name the University wishes to be used. Unless this is addressed, media representatives are likely to use "Albany State Fieldhouse" or "SUNY Fieldhouse".

Should the facility be referred to as a recreational-convocation center, it may still be called the field house by writers and other reporters. After all, that is the term that has been used to date and is contained in the official state documents.

A formal dedication ceremony could be held in conjunction with the inaugural basketball games or at such time that the facility is placed into use. It is recommended that the Vice-President explore this activity with the President and that consideration be given to PEAR programs and alumni representing these programs. Should there be a dedication ceremony prior to November, it is suggested that the basketball games in November still be show-cased, bringing media attention separate and apart from that of a formal dedication ceremony.

V. RESERVATIONS OF FACILITIES

Reference is made to appendixes C & D which contain forms presently in use for scheduling PEAR facilities and the percentage of use by recreational, intercollegiate and instructional activities. It is recommended to the Vice-President that these same forms, as well as the scheduling procedures, also be used for the field house. The priorities for use would remain the same.

1. University Events
2. PEAR Activities
3. University Student Organizations
4. Non-University Organizations

VI. SCHEDULING PROCEDURES

A. University Events

Convocations, Graduations, Citizen Laureate Dinner, Parents' Week-End, Orientation Week Activities, etc.

How Reserved

Contact by University administrative office with PEAR scheduling office in order to clear and reserve.

Services

No rental charge. Public Safety and Plant Department contacted by University administrative office to arrange proper coverage. PEAR supervisory personnel scheduled as appropriate.

B. PEAR Activities

Student intramural and recreational activities, intercollegiate athletics events and physical education classes to be scheduled by PEAR administrative personnel. PEAR activities have priority over all events except those scheduled by university administration. Many intercollegiate contests are scheduled two years ahead and this should be noted as calendars are planned.

C. <u>University Student Organizations</u>

SA sponsored groups

<u>How Reserved</u>

Major Events - Organizations contact Student Activities Office. Student Activities Office contacts PEAR scheduling office to review and schedule event.

Club Activities - Group representative contacts PEAR scheduling office to arrange time for activities such as Karate Club, Dance Club, etc.

<u>Services</u>

1. **Arena Activities - (Non-Profit)**

   Rental Charge - $500 per day.

   PEAR Charges - As required for event.

   Plant Charges - As required for event.

   Public Safety Charges - As required for event.

2. **Arena Activities - (Profit)**

   Rental Charge - $1,000 per day or 50% of net, whichever is greater.

   PEAR Charges - As required for event.

   Plant Charges - As required for event.

   Public Safety Charges - As required for event.

Billing charges for PEAR, Physical Plant and Public Safety expenses to be handled by PEAR.

D. **Non-University Groups - Non-Profit Making**

Police Olympics, Empire State Games, Special Olympics, scholastic graduations or convocations, scholastic athletic events.

How Reserved

Organizations contact PEAR scheduling office directly.

Services

1. **Arena Activities**

   Rental Charge - $1,000 per day.

   PEAR Charges - As required.

   Plant Charges - As required.

   Public Safety Charges - As required.

2. PEAR bills organization for Pear Charges.

   Plant Department and Public Safety bill organization directly. (PEAR contacts Plant Department and Public Safety to arrange coverage.)

E. **Non-University Groups - Profit-Making**

It is suggested that the Vice-President take this category under review. Professional athletics, groups sponsoring athletic events and concerts and other organizations will undoubtedly want to rent the field house. Care and caution are urged here, lest the primary programs of the University be compromised.

Arena Activities

Rental Charge - $2,000 per day or 50% of net, whichever is greater.

PEAR Charges - As required for event.

Plant Charges - As required for event.

Public Safety Charges - As required for event.

II. STAFFING AND OPERATING

The director has recently recommended that consideration be given to the reorganization of PEAR. Specifically, attention must be given to new program thrusts for the department. Increased intramural opportunities, enriched recreational offerings, University-Community events and Division of Student Affairs activities require a forward look for the Decade of the Nineties.

The demands for evening and week-end recreation are great. Ideally, there should be extended hours of operation in the field house, physical education building and bubble. When actual budget figures are available and supervisory staffing can be determined, specific schedules of operation can be determined.

FIELD HOUSE PLANNING COMMITTEE

(Response To Questions Raised In June 10, 1991 Meeting)

Formal Dedication Ceremony

1. Determine if such a ceremony will be held.

2. Seek further information about occupancy date.

3. Plan ceremony around home athletic event (Football Saturdays).

4. Detail plans for ceremony.

Naming of Facility

1. Agree upon name to be used and incorporate the name in future communications.

2. Communicate with Construction Fund about recommended name prior to lettering of building.

Citizen Laureate Dinner

1. Re-affirm date of dinner.

2. Schedule dinner after date of formal dedication.

Recreational Activities

1. Defer use of facilities until after formal dedication ceremony.

2. Develop fall semester schedule of activities and distribute such to campus community.

Athletic Events

Basketball - First contests are scheduled for November 26th.

Track - Schedule Capital District Invitational as first formal track meet on Saturday, February 1, 1991.

Football - 1991 schedule attached for informational purposes.

Other Income

Hank Kirchner and Bill Moore will review the following items and report to the committee.

1. Parking for arena events.

2. Parking charges for arena events.

3. Concessions.

4. Vending Services.

FIELD HOUSE PLANNING COMMITTEE
June 14, 1991

Present: **Mitch Livingston, Hank Kirchner, Bob Fortune, Bill Moore, Pat Rogers**

Recommendations By Committee

Formal Dedication Ceremony

It is recommended that a formal dedication ceremony be held on Saturday, October 12, 1991 on the occasion of Homecoming Week-End and that a committee be established to plan the ceremony.

It is further recommended that recreational activities and special events be scheduled only after the formal dedication ceremony.

Naming of Facility

The committee brings to the attention of the President the matter of selecting a name for the facility so that appropriate lettering of the exterior may be recommended.

UNIVERSITY AT ALBANY

1991 FOOTBALL

September	7	Springfield	Home	7:00 p.m.
September	14	Alfred	Away	7:00 p.m.
September	21	Ithaca	Away	1:30 p.m.
September	28	Union	Away	1:30 p.m.
October	12	Western Connecticut	Home	1:00 p.m.
October	19	Cortland	Away	1:30 p.m.
October	26	Norwich	Home	7:00 p.m.
November	2	Salisbury	Away	1:30 p.m.
November	9	Wagner	Home	1:00 p.m.
November	16	St. Lawrence	Home	1:00 p.m.

Department of Physical Education,
Athletics and Recreation

Physical Education Building
Albany, New York 12222

Fax: 518/442-3050

UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK

M E M O R A N D U M

TO: Bill Moore

FROM: Pat Rogers BAR

DATE: June 17, 1991

SUBJECT: Rental Information on the Knickerbocker Arena, RPI Fieldhouse, Siena ARC and The Edward F.McDonough Complex at HVCC

1. Rate schedules for the Knick and HVCC are attached.

2. At RPI, Kathy Edick (276-6262) responded and shared the following information:

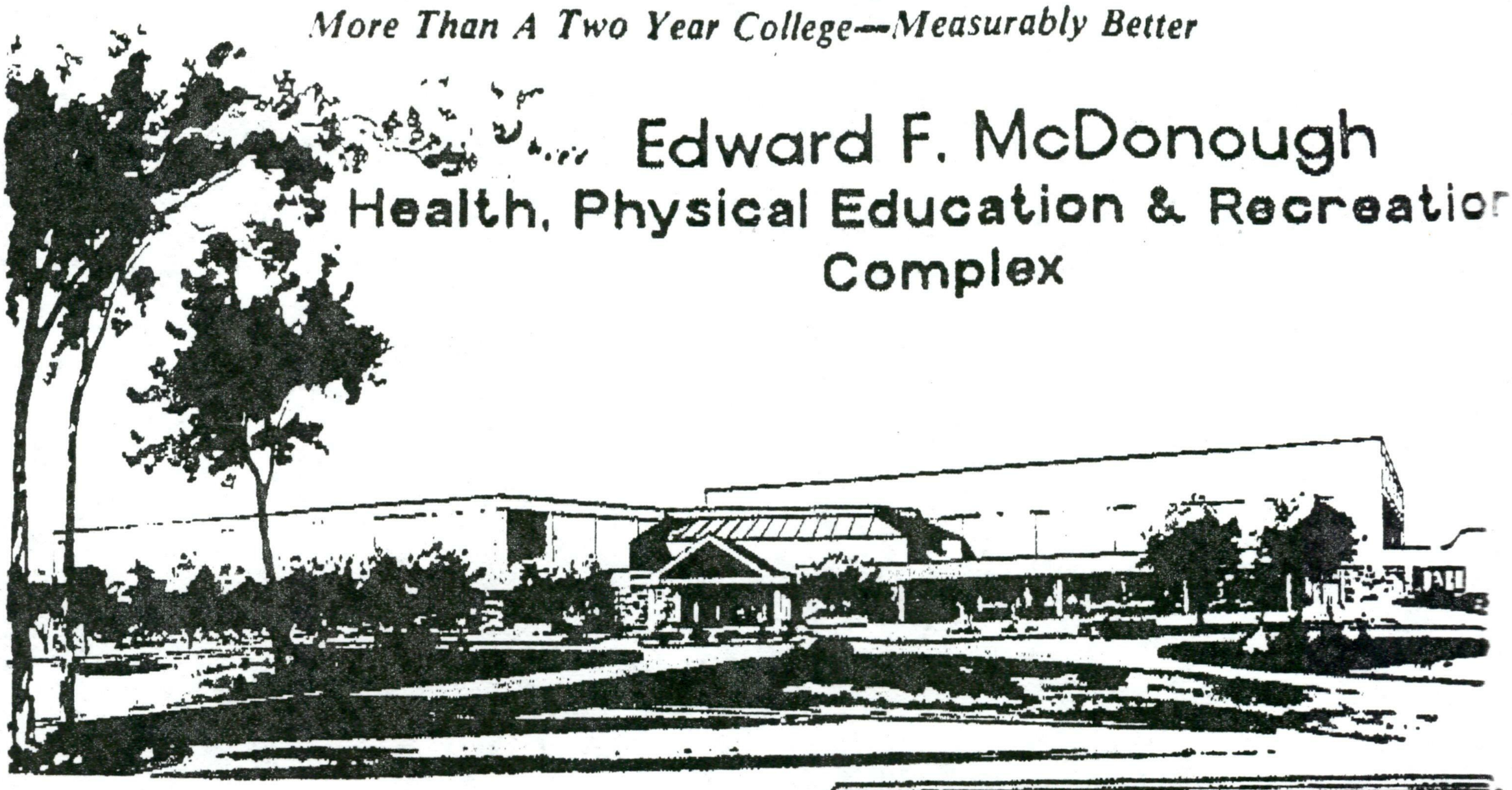
   -All outside groups must produce a one million dollar liability policy before rental .
   -Fees for concert rental start at a $2,000 minimum plus 10% of gross plus house expenses for security, set up and maintenance costs.
   -Fee for family shows ("Bugs Bunny on Ice") are $2,000 per show plus 10% of gross.
   -Fraternities and intramural groups pay an hourly rate for ice time.

3. At Siena the ARC is primarily for basketball and student recreational use during the school year. Student groups are charged only for set up and maintenance labor and for food if it is included.

   Summer rental is mainly to outside groups who have used the facility traditionally. The one million dollar liability policy is also required at Siena and the per day cost is $1200 (non-profit events) and $1800 (profit events) plus labor charges.

HVCC

More Than A Two Year College—Measurably Better



Edward F. McDonough Health, Physical Education & Recreation Complex

Total Facility 126,000 sq. ft.

Field House 40,670 sq. ft.

3 Gymnasiums

Indoor Track (1/10 Mile)

Flexible Seating Capacity - up to 5,000

Ice Rink 27,000 sq. ft.

Seating Capacity - 1,000

Nautilus 1,500 sq. ft.

State of the Art Facility

MultipurposeRoom 1,550 sq.ft.

Conference Room 1,000 sq. ft.

3 Racquetball Courts

Locker Rooms

In our continuing effort to serve as an academic leader in the community, we are proud to inform you about our newest facility

The Complex will be made available to Schools, Community Organizations and Corporations

It will prove to be an excellent resource for planners of a variety of functions & activiites

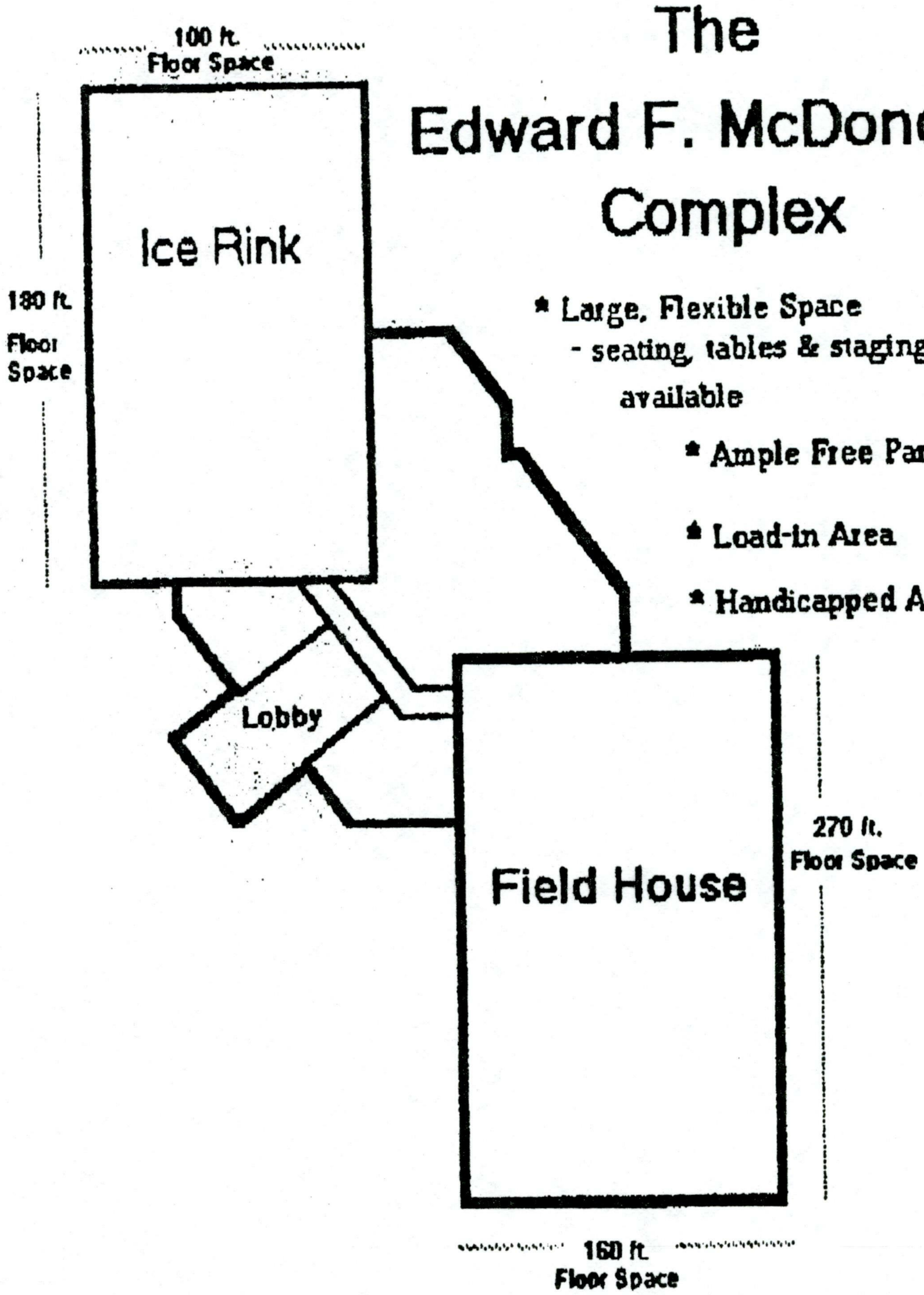
Inquiries may be directed to:

Regina Scarano-Adriance, General Manager
Edward F. McDonough Complex
Hudson Valley Community College
Troy, NY 12180 Phone 270-1558

Hudson Valley Community College
80 Vandenburgh Avenue Troy, New York 12180

Opening date - Fall 1991

The Edward F. McDonough Complex



* Large, Flexible Space
  - seating, tables & staging available
* Ample Free Parking
* Load-in Area
* Handicapped Accessible

The Edward F. McDonough Health, Physical Education and Recreation Complex

ICE RINK RENTAL RATES

Ice Rental

	Mon-Fri	Sat-Sun
6:00AM-9:00AM	$70	$75
9:00AM-11:00AM	$80	$85
11:00AM-9:00PM	$90	$95
9:00PM-11:00PM	$80	$85

Available Seating: 1000

No Ice

	Mon-Fri	Sat-Sun
Flat Fee (Per Day)	$700	$750

Available Seating: 1000

FIELD HOUSE RENTAL RATES

Spectator Events
Music
Theater
etc.

	Mon-Fri	Sat-Sun
Complete Facility Flat Fee (Per Day)	$2,500	$3,000

Seating Capacity: 5,000

Trade Shows & Conferences

	Mon-Fri	Sat-Sun
Complete Facility Flat Fee (Per Day)	$1,500	$2,000

Capacity 5,000 Persons

Athletic Events & Community Groups

Flat Fee (Per Day)	Mon-Fri	Sat-Sun	Seating Capacity:
Full House	$275	$285	3,500
Half House	$165	$175	1,750
Mini House	$100	$110	875

Athletic Practice

4 hour rental	Mon-Fri	Sat-Sun
3 Gyms	$1,000	$1,500
2 Gyms	$500	$1,000
1 Gym	$250	$500

Additional Hour Fees Available Upon Request

[illegible]	4 hour rental	Mon-Fri	Sat-Sun
[illegible]		[illegible]	[illegible]

NOTES

* Rates for other rooms are as follows:

Conference Room:	$100 per 2 hr session
Multi-purpose Room:	$150 per 4 hour session
Racquetball Courts:	$25 per hour
Weight Room :	Special Permission Only

* All rentals are subject to availability and college approval
(Contact General Manager, Edward F. McDonough Sports Complex for information)

* All load-in/set-up days will be charged at 50% of daily rate

* All personnel rates are charged on an hourly basis, with a four hour minimum per employee.

Custodial Personnel	$16. Per Hour
Maintenance Personnel	$19. Per Hour
Security Personnel	$22. Per Hour
Electrician	$25. Per Hour
Light Equipment Operator	$16. Per Hour
Telephone Personnel	$22. Per Hour
Audio Visual Technician	$22. Per Hour

* Any fees for utilities are determined on a per contract basis, relative to the type of function. This fee agreement will be so stated within the formal contractual agreement.

"Knick" effective until 12/90

ARENA COSTS

EVENT SECURITY

INCLUDES TICKET TAKERS, SEATING MANAGEMENT AND PEER GROUP CROWD MANAGEMENT

Director of Security	$16.00/HOUR
Chief Supervisors	15.50/HOUR
Supervisors	11.35/HOUR
Security Officers	9.45/HOUR

BUILDING SECURITY

Security Officers	10.50/hour

OPERATIONS

Time and a half after 8 hours

Stagehands	15.00/hour
Department Head	18.00/hour
Electricians	18.00/hour
Spotlight	15.27/hour
Soundman	15.00/hour
Riggers	23.00/hour

RENT

Event Day	$6,000.
Move In/ Move Out Day	3,000.

CLEANING $10/hour minimum 3 cleaners

EMT's

Supervisor	20.00/hour
Technician	18.00/hour

POLICE $1500. (est.)

SET UP CHARGE $2500

includes general set up, chairs, furniture, phones, dressing rooms, scoreboard operator, forklift, spotlights, etc.

BOX OFFICE .25 per ticket - no other charge

MISCELLANEOUS

Catering - own expense