



The College at Brockport
METROCENTER
STATE UNIVERSITY OF NEW YORK
EVENTS

ID PROTOCOL FOR METROCENTER EVENTS

The College at Brockport ID protocol for events held at the METROCENTER is as follows:

It is the responsibility of the hosting department/organization to manage the guest registration for events with 25 guests and above; a representative of the department/organization is required to manage the table **one hour to forty-five minutes** prior to the event starting. A sample of the ID badge for the event must be provided to the events coordinator at least one business day prior to the event.

- If there is no RSVP and greater than 25 guests for events taking place in the Grand Hallway or the Golden Eagle Room the hosting department/organization is required to set-up and staff a registration table for guest check-in. The registration table will be located in the Grand Hallway, adjacent to the security guard desk.
- Events having fewer than 25 guests require a “guest list” to be submitted to the events coordinator at least one business day prior to the event of all people attending. Please include expected arrival and departure times, as well as room destination. The “guest list” form may be found on the METROCENTER Web site at: <http://www.brockport.edu/MetroCenter/Events/>

ADDITIONAL COSTS

Large events taking place in the Grand Hallway may require additional direct costs (e.g., extra security guards/supplemental staffing). Those costs may be charged to the hosting department/organization.

Signature _____

Date _____