



Jamestown Community College Administrative Guidelines

Guideline	Jamestown Community College Campus Facility and Space Rental	Approval Date	8/26/2025
Responsible Office	Facilities Assistant to the Vice President/Cattaraugus Campus	Review Date	8/26/2025

1.0 Purpose

1.1 To provide consistent rental pricing for individuals or groups who wish to utilize JCC campus spaces for activities outside of regularly scheduled college student and employee use. Rental rates of JCC spaces include all indoor and outdoor properties.

1.2 These guidelines will apply to the following individuals and groups:

- Members of the Jamestown Community College Board of Trustees
- Members of the JCC Foundation board
- Employees of Jamestown Community College and the JCC Foundation
- Retirees of Jamestown Community College
- All regional non-profit organizations
- All other individuals, groups or organizations seeking to rent spaces at Jamestown Community College

2.0 Guidelines

2.1 Rental rates will be determined and set by President's Cabinet and communicated through internal and external college communication sources, Department of Buildings and Grounds and the Executive Assistant to the VP of Workforce Development and Executive Director of the Cattaraugus County Campus.

2.2 Exceptions to established rental rates are as follows:

2.2.1 Free use of JCC facilities may be extended to:

- New York State
- Chautauqua, Cattaraugus, and Allegany Counties and the municipalities in those counties*
- JCC student organizations

2.2.2 Free use of JCC facilities may be granted to the following entities for town halls, district constituent meetings, and press conferences, excluding campaign announcements/events**:

- Mayor, City of Jamestown
- Mayor, City of Olean
- NYS Assembly Elected Officials
- NYS Senators

- U.S. House of Representatives Elected Officials
- U.S. Senators

2.2.3 Half-price rental eligibility may be extended to the following individuals/groups:

- Members of the Jamestown Community College Board of Trustees
- Members of the JCC Foundation board
- Employees of Jamestown Community College and the JCC Foundation
- Retirees of Jamestown Community College
- All regional non-profit organizations

2.3 Rentals consisting of consecutive weeks/months of usage of JCC facilities may be eligible for long-term reduced pricing if accompanied by recommendation from President's Cabinet (PC) and will require a lease to be signed and filed through the office of the Vice President of Finance and Operations.

*These entities must show direct governance over their group in order to be eligible for free rental.

** Announcement of candidacy for an elected position will be considered a campaign event and entity will be charged for facility rental.

3.0 Procedures

3.1 Reservations for Jamestown campus facilities may be made through:

Administrative Specialist, Facilities
Phone Number: 716.338.1002
Fax Number: 716.338.1453
Email: StaceyAllen@sunyjcc.edu
Buildingsandgrounds@sunyjcc.edu
Reservation Link: [Jamestown facilities reservation link](#)

3.2 Reservations for Cattaraugus County campus in Olean may be made through:

Assistant to the VP of Workforce Development and the Executive Director of the Cattaraugus County Campus
Phone Number: 716. 376.7509
Email: BrendaBrandon@sunyjcc.edu

4.0 Definitions

5.0 References

5.1 JCC Facility Space/Rental Rate Schedule