



University of  
New Haven

# Policies and Procedures

Policy No.: 3036, Rev.: Revision B

**Policy Title:**  
**Orange Campus Operations Policy**

**Policy No.: 3036 Rev.: Revision B**  
**Effective Date: Jan. 2014**  
**Last Revision: Nov. 2016**

**Responsible Office:** Office of Facilities  
**Responsible Official:** Chief Facilities Officer - Associate Vice President of Facilities

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## **Scope**

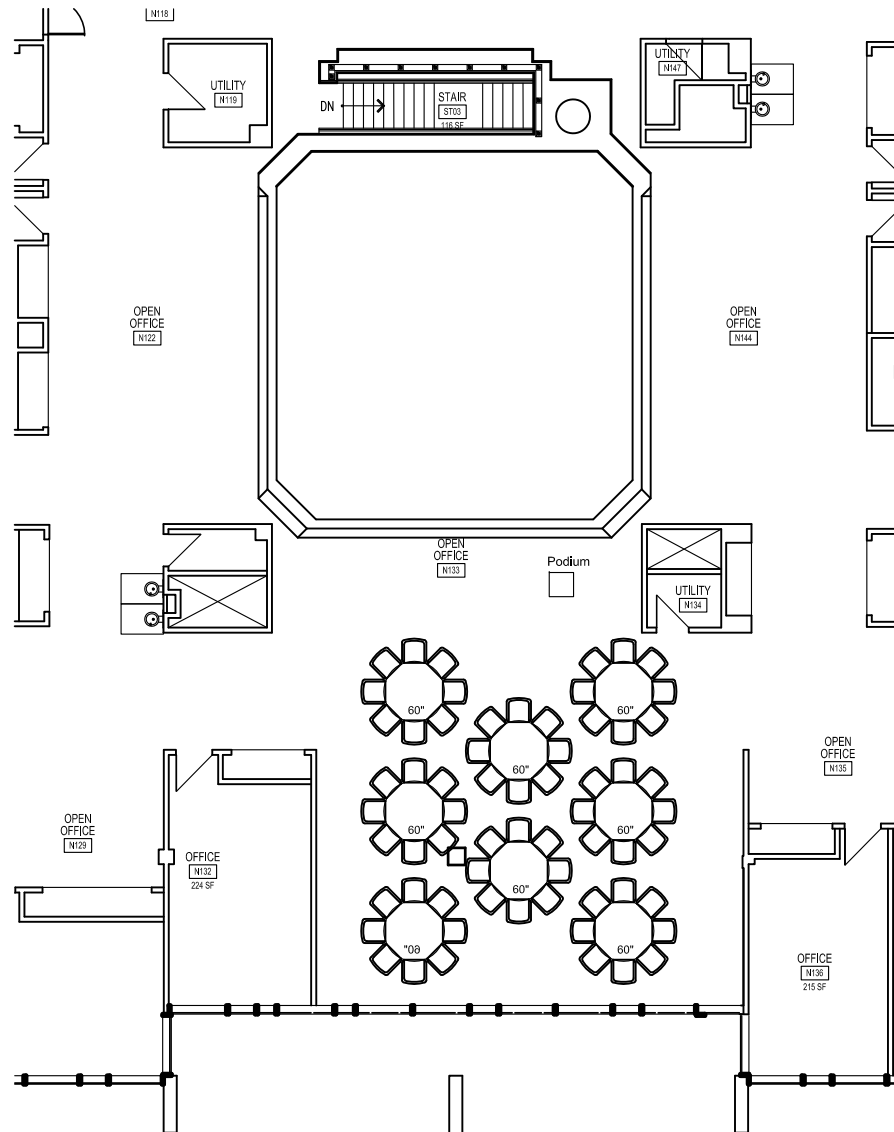
- A. This policy applies to all University and non-University groups using University facilities or grounds.

## **Policy Statement**

This policy delineates the standard procedures and policies regarding Orange Campus.

## **Reason for the Policy**

The purpose of this policy is to outline the overall current operation and permitted uses of the Orange Campus as well as the available support services. In addition, this protocol addresses the policies and procedures to be followed for the use of the Orange Campus. This protocol is based on the current state of renovation of the facility as well as zoning and other regulatory requirements related to the renovation plan application.



① Room 133 - Banquet Set Up for 64 - Round Tables  
NOT TO SCALE



**University of New Haven**

300 Boston Post Road  
West Haven, Connecticut 06516

Building

**Orange Campus**

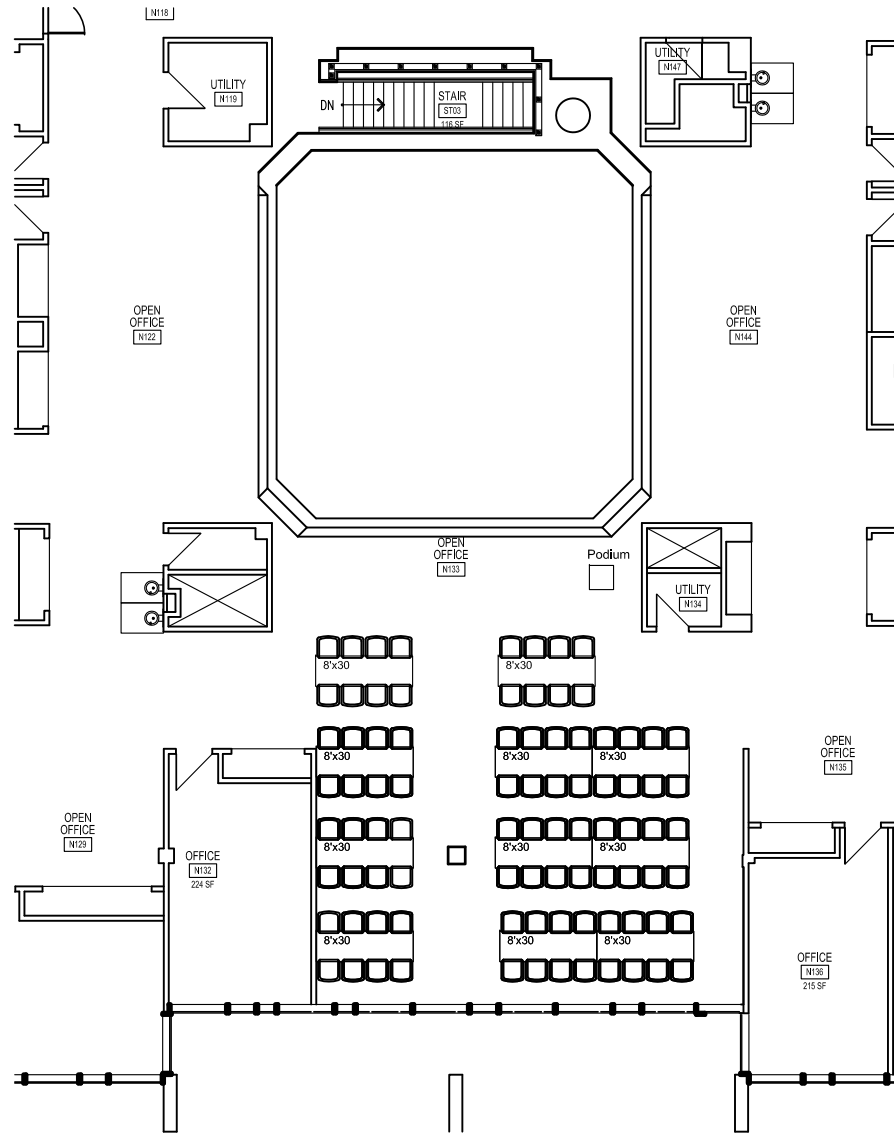
Project:

**Existing**

Project: 13-1012  
Initials: THS  
Date: 10-31-16

**A-1-1**





① Room 133 - Banquet Set Up for 88 - Rectangular Tables  
NOT TO SCALE



**University of New Haven**

300 Boston Post Road  
West Haven, Connecticut 06516

Building

**Orange Campus**

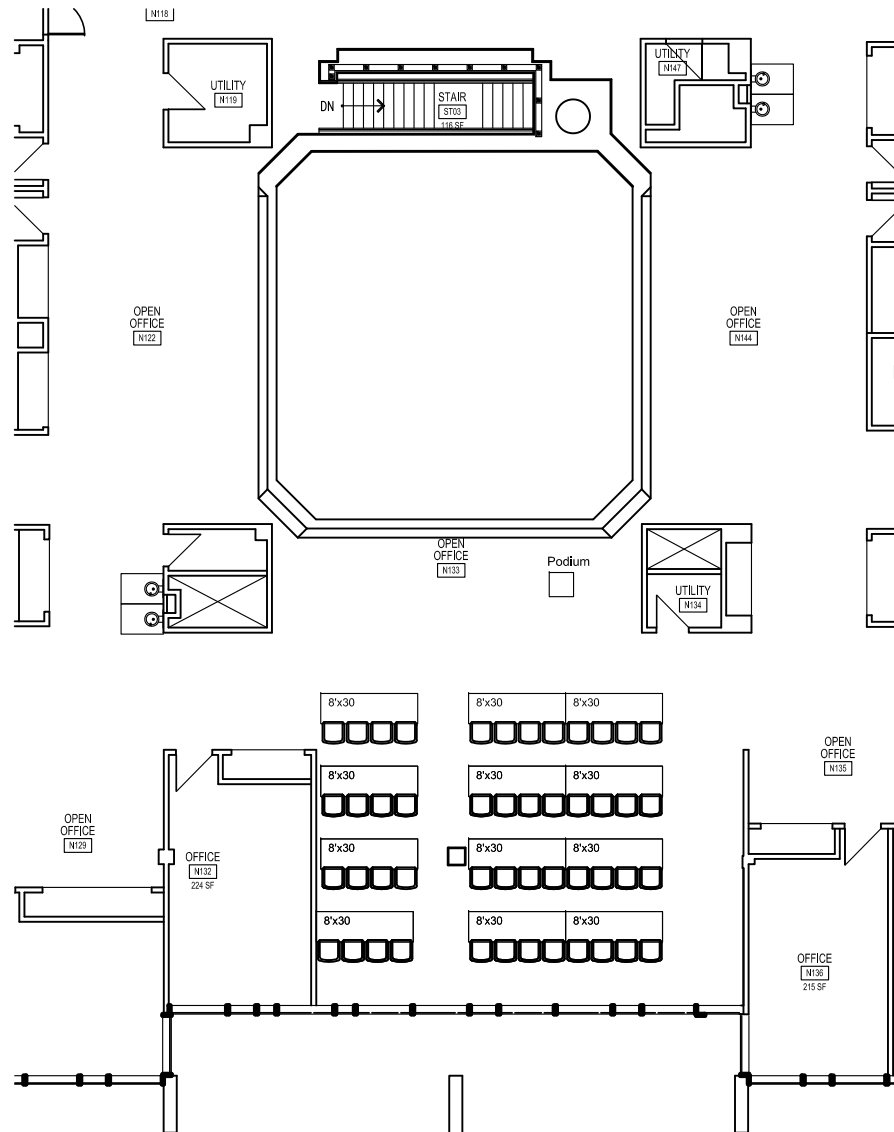
Project:

**Existing**

Project: 13-1012  
Initials: THS  
Date: 10-31-16

**A-1-1**





① Room 133 - Classroom Set Up for 48  
NOT TO SCALE



**University of New Haven**

300 Boston Post Road  
West Haven, Connecticut 06516

Building

**Orange Campus**

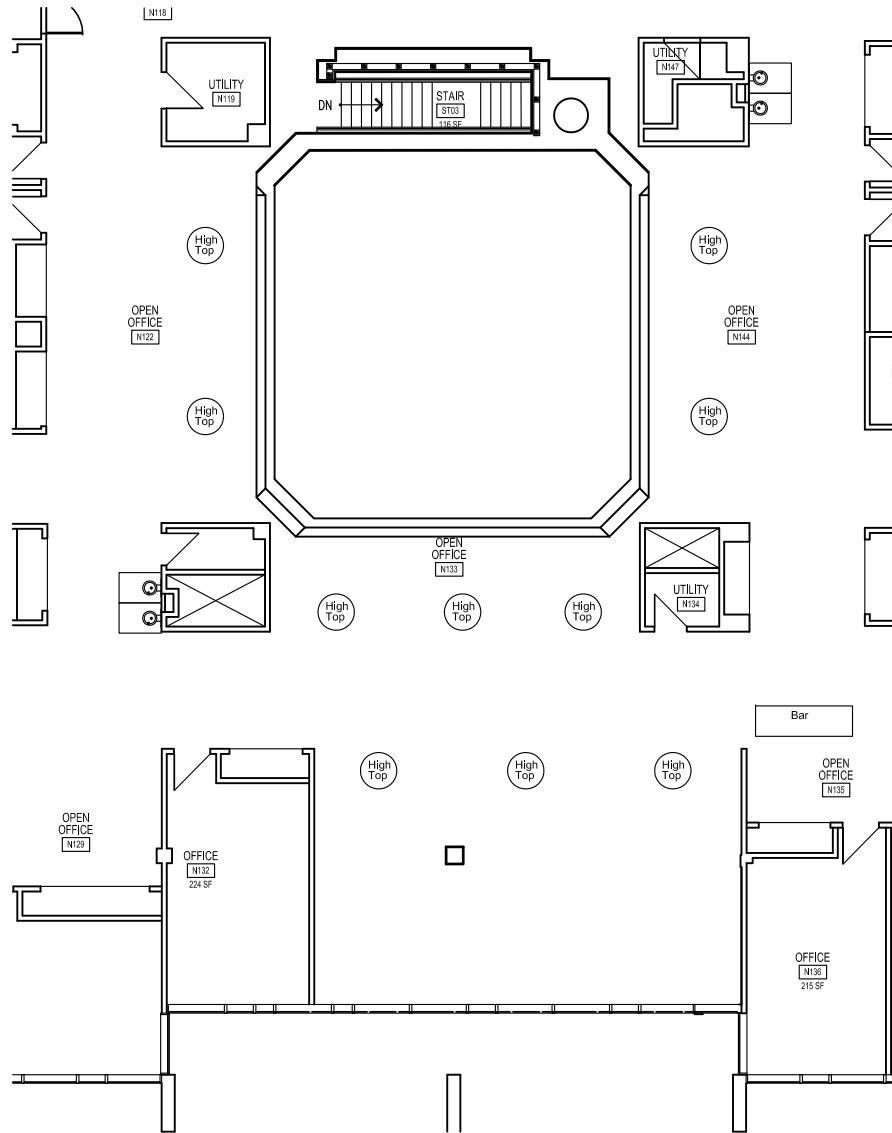
Project:

**Existing**

Project: 13-1012  
Initials: THS  
Date: 10-31-16

**A-1-1**





**University of New Haven**

300 Boston Post Road  
West Haven, Connecticut 06516

Building

**Orange Campus**

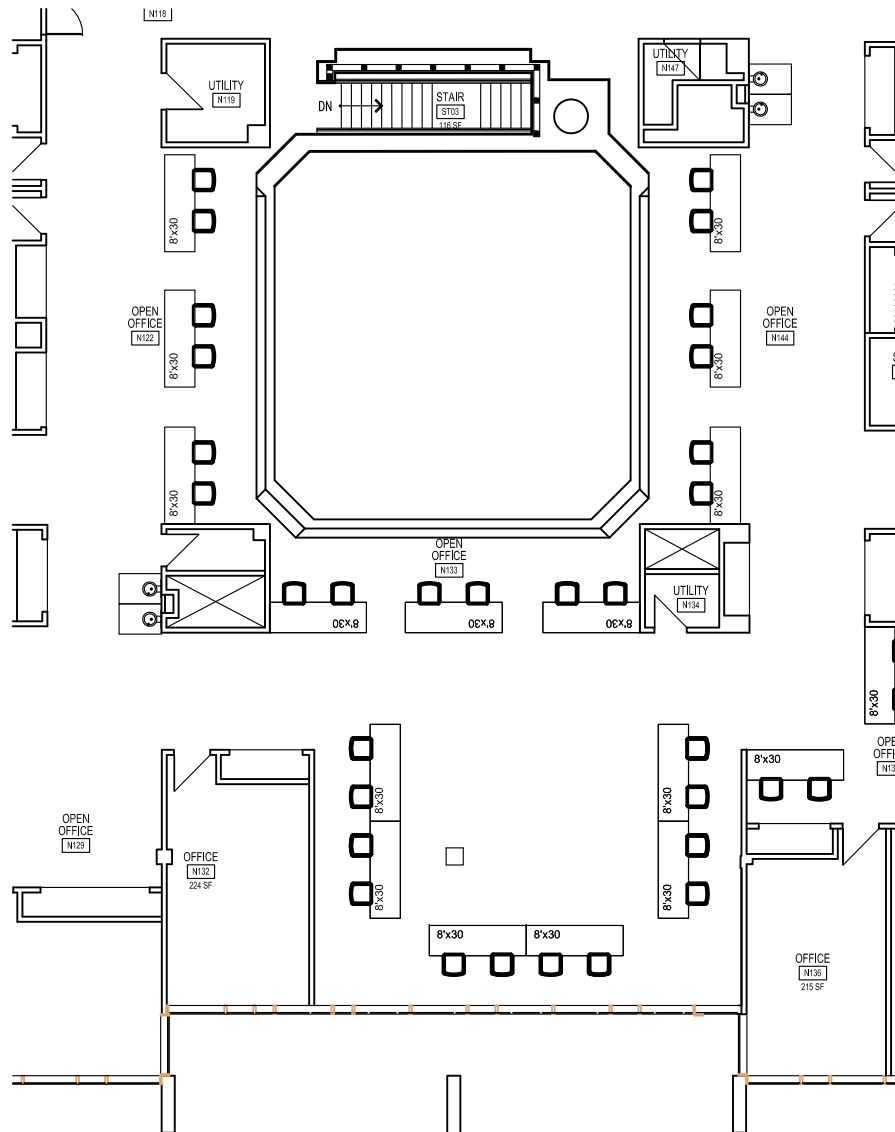
Project:

**Existing**

Project: 13-1012  
Initials: THS  
Date: 10-31-16

**A-1-1**





① Room 133 - Fair Set Up  
NOT TO SCALE



**University of New Haven**

300 Boston Post Road  
West Haven, Connecticut 06516

Building

**Orange Campus**

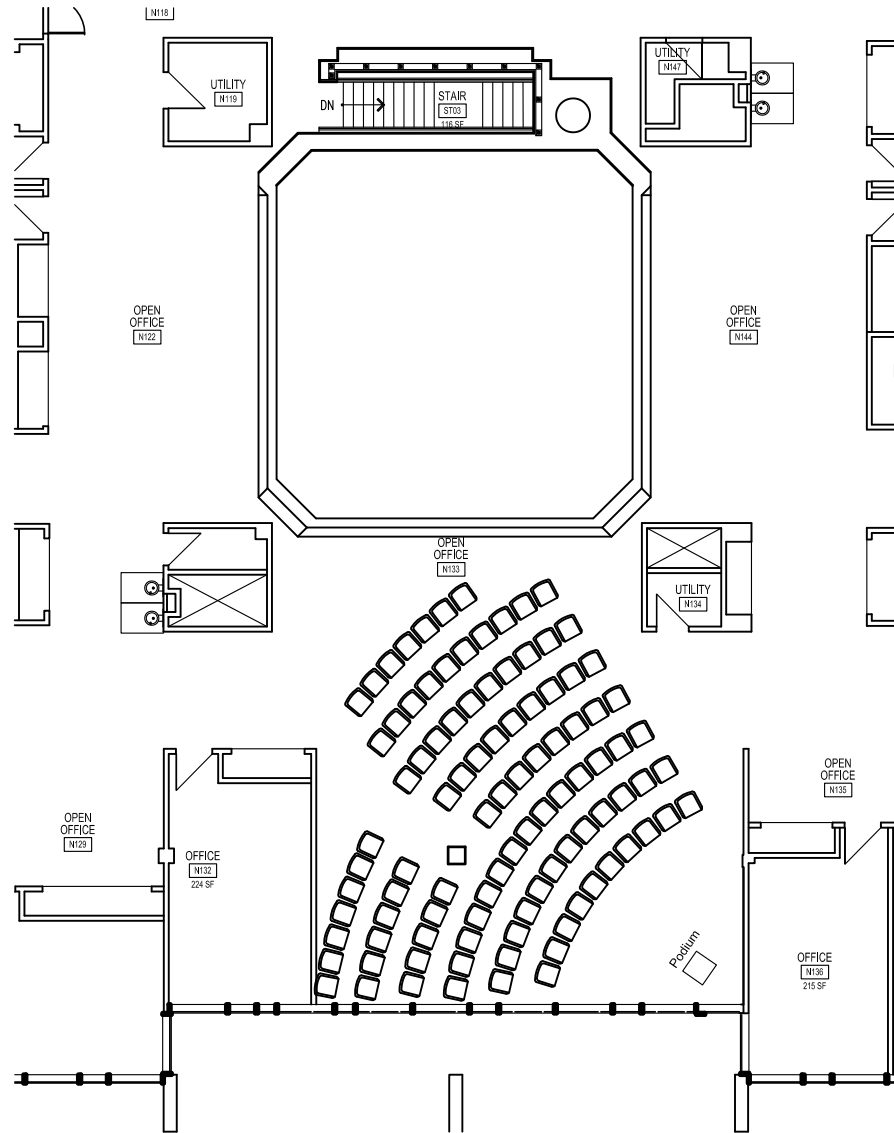
Project:

**Existing**

Project: 13-1012  
Initials: THS  
Date: 10-31-16

**A-1-1**





① Room 133 - Lecture Set Up for 98  
NOT TO SCALE



**University of New Haven**

300 Boston Post Road  
West Haven, Connecticut 06516

Building

**Orange Campus**

Project:

**Existing**

Project: 13-1012  
Initials: THS  
Date: 10-31-16

**A-1-1**





## **3036.1 General**

The Orange Campus located at 584 Milford Derby Road, Orange CT opened for use by the University of New Haven in January 2014. The facility is currently permitted through local and state authorities for evening graduate school classes and programs (270 students and staff). Daytime full time occupancy was also permitted on a limited basis (40-60).

The campus was established as a “satellite campus” of the University of New Haven. As a “satellite” campus it was designed to draw many of the support services from the main campus including but not limited to:

- Events Planning and Management
- Information Systems
- Facility Services
- Food Service
- Safety, Security
- Transportation
- Mail Service

It is important to recognize while such services are supported from the main campus, these services are also limited.

- B. While the entire Orange Facility is approximately 70,000 square feet of space, it is important to recognize that the use of the facility is limited to the first floor only (~45,000 square feet). The usable area was renovated to support classrooms in the main and north buildings as well as the food service in the south building.
- C. The main level, while usable is limited to “office use” only. The cafeteria, classrooms, and the Atrium are the only locations rated for “assembly,” meaning events of large groups may only be hosted at this time in these spaces. Their use is further subjected to the limits established by building code. See Addendum 1 –Orange Occupancy/Facilities Set-up Limits
- D. The lower level of the south building is not available for use at this time and has been isolated pending a future renovation.





- E. Further, while the Orange Campus has been permitted for full build-out occupancy of 440 occupants. Campus use is limited by the amount of available parking. Currently there are 200 installed parking spaces and parking is restricted from non-designated areas (e.g. along the access road, grass areas, etc.). For occupancy uses greater than the parking will accommodate, the use of carpooling, buses or shuttles may be employed.

## **3036.2 Regulatory Permissions**

The following is a summary of the uses of the campus as permitted through the various jurisdictional agencies including but not limited to state and local building, fire, zoning, health and environmental agencies.

### **A. Academic Use**

1. Assignments of classrooms for academic and/or classroom use of the Orange Campus is limited to graduate programs only. This is due to restrictions by the Town of Orange Zoning regulations which limits the use to "profession schools" defined as follows:
  - a) "An accredited school that awards advanced academic degrees (i.e., master's degree, MBA, Ph.D.) with the general requirement that students must have earned a previous undergraduate (bachelor's) degree."

### **B. Meeting and Seminar Use**

1. The campus may also be used for the purpose of hosting certain meetings and conferences as defined below and subject to the facility restrictions established through the UNH Events Management System (EMS) as well as the limits established for food service, parking, occupancy, etc. All requests must be requested through EMS.
  - a) "Conference and training for use by companies, corporations, organizations, and groups for events, executive, management or educational training purposes, or meetings of their officers, directors, shareholders, members and/or employee."



C. Food Preparation and Service

1. Due to restrictions of the subsurface sewage system as regulated by the Department of Energy & Environmental protection, food service at the Orange campus is restricted to catered service only. No cooking of any kind is permitted on campus. Food preparation is permitted on a limited basis and restricted to cold or pre-prepared meals. Heating or warming is permitted via oven, microwave, or heating tray. No dishwashing is permitted. All soiled plates, utensils and service trays, plates and equipment are to be removed from the campus for washing or disposal.

D. Parking

1. Parking is limited to designated spaces only and limited to no more than 200 spaces. On street/driveway parking is strictly prohibited.

### **3036.3 UNH Permitted Use**

A. Hours of Operation

1. The Campus is open Monday through Friday from 7:00 a.m. till 11:00 p.m. Saturdays from 7:00 a.m. till 7:00 p.m. The Campus is closed on Sunday.
2. Those faculty/staff given authorization to access the Orange Campus after normal business hours must notify Campus Police at 203-932-7014 to advise the dispatcher that they will be entering the Orange facility. Access can only be gained with the authorized users UNH ID card which will release the lock on the front door to allow entry and relock upon entry.
3. When leaving the Orange facility, the faculty/staff member must contact Campus Police at 203-932-7014 and advise the dispatcher that they have exited the building.

B. Smoking

1. The Orange Campus is a "smoke free" environment.

C. Safety and Security



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1. There is a comprehensive safety and security program in effect at the Orange Campus which is consistent with the program on our main campus.
- D. Transportation
  1. Shuttle service is provided to and from the West Haven Campus. For shuttle operations times, please visit: <http://www.newhaven.edu/orange-campus/map/>.
- E. Parking
  1. All vehicles must have a valid UNH parking sticker to park at the Orange Campus. For information on the parking program, please visit: <http://www.newhaven.edu/orange-campus/map/campus>.
- F. Facility Service
  1. There is fulltime “on campus” facilities staff to support facilities operations. Facilities Services are accessed 24/7 via the standard Service Request (Work Order) portal on the University Facilities website: <http://www.newhaven.edu/facilities/> or by phone at (203) 932-7140.
  2. Facilities services include:
    - a) Operations, Maintenance & Repairs
    - b) Custodial & Grounds
    - c) Office Assignments, Furniture & Moves
    - d) Events Set-ups and Support
    - e) Trash/Recycling
- G. Food Service and Catering
  1. Food service is available at the Orange Campus and is provided through Sodexo. They can be reached at (203) 479-4854 or by email at [catering@newhaven.edu](mailto:catering@newhaven.edu).



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## **3036.4 Occupancy/Facilities Set-up Limits**

<b><u>Room</u></b>	<b><u>Set-Up Type</u></b>	<b><u>Max Capacity</u></b>
<b>Atrium</b>	Classroom	48
	Fair (Vendor/Career)	120
	Lecture	98
	Banquet (Round)	64
	Banquet (Rectangle)	88
	Cocktail	180
<b>Cafeteria N117</b>	Banquet As-Is	64
<b>Classroom M104</b>	Laptop Lab	16
<b>Classroom M112</b>	Classroom As-Is	41
<b>Classroom M117</b>	Classroom As-Is	41
<b>Classroom M122</b>	Classroom As-Is	32
<b>Classroom M129</b>	Classroom As-Is	42
<b>Classroom M133</b>	Classroom As-Is	38
<b>Classroom M138B</b>	Classroom As-Is	14
<b>Classroom M146</b>	Classroom As-Is	42
<b>Classroom M147</b>	Computer Lab	10
<b>Classroom S111</b>	Classroom-Flexible	18
<b>Classroom S112</b>	Classroom-Flexible	18
<b>Executive Conference Room S109</b>	Meeting Table	18
<b>Meeting Room S107</b>	Banquet As-Is	18
<b>Private Dining N111</b>	Banquet As-Is	24