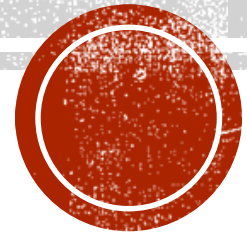


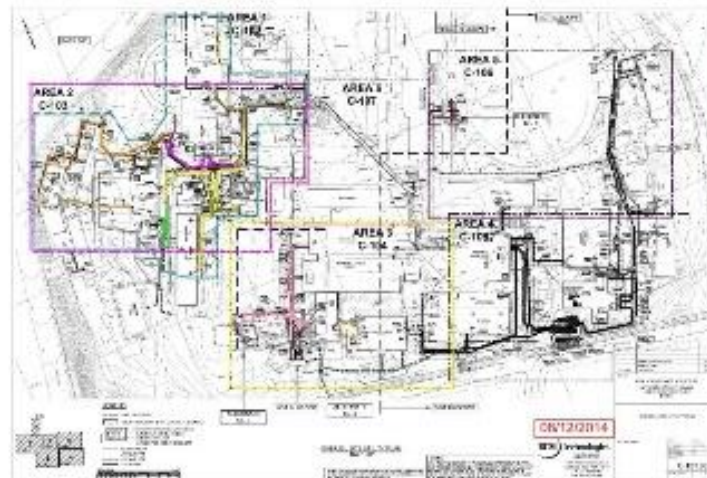
FY17 SPACE UTILIZATION, RENTALS AND REPORTING

Report to the Campus – October 2017



SPACE UTILIZATION: CUNY BOT POLICY

- On February 28, 2005, the CUNY Board of Trustees adopted a policy on the use of college facilities. Colleges should comply with the Board policy when making their facilities available to affiliated and outside users, and may adopt supplementary policies dealing with issues not addressed in, but consistent with, the Board policy.



SPACE UTILIZATION: CUNY BOT POLICY

- “The principal function of the facilities of The City University of New York is to provide a setting to enable the University to carry out its primary mission of education and research. These facilities should not be put to any use that may conflict with, or impede, this mission.
- However, in recognition of its role as an urban public university, the University takes upon itself a special responsibility to permit responsible individuals and groups not affiliated with the University the use of its facilities, at such times as they are not in use for the University's primary education and research mission, within the parameters of this policy.
- In making available its space to non-affiliated users, the University in no way takes responsibility for the contents of any program or any controversy engendered by any program presented at its facilities by such users.”



SPACE UTILIZATION: GOVERNING STANDARDS

- The use and scheduling of college facilities shall be under the control and supervision of the chief administrative officer, or his or her designee(s), of each college, including the University's central office, law school, and graduate school and university center, as well as its senior and community colleges.
- CUNY Office of General Counsel issued a Model Facility Use Agreement for use by all CUNY Colleges. Colleges may use model – but any amendment to the model MUST go to CUNY Office of General Counsel
- Rates are required to be made available upon request. The BCC Fee Schedule was last updated in 2015. The rates vary based on the category of user and the space used. Additional services such as housekeeping, security, catering, technicians, and equipment shall be charged to the user at cost.
- Fair Market value is to be charged for partisan political use.
- Due to campus construction, film and production rentals were suspended for 9 years. This process was reactivated in April of 2016.



SPACE UTILIZATION: GOVERNING STANDARDS

First priority of use of a college's facilities shall be given to college departments, divisions, programs and offices for curricular, administrative and other college purposes.

Thereafter, priority shall be in the order set forth here:

- Users affiliated with the college, including:
 - recognized student organizations;
 - academic or professional organizations made up of persons on the college staff, provided each such organization is open to all members of the staff of such rank or ranks as are admitted to membership;
 - other recognized organizations drawing membership without restriction from the membership of the college staff; and
 - auxiliary enterprise corporations, college associations, child care centers, arts centers, foundations and alumni associations.
- Sister colleges at the University.
- Other academic or professional organizations.
- Government agencies and non-profit organizations of an educational, scientific, cultural, social, civic, religious, or similar nature.
- All commercial, partisan political and other users.
- Users in each category shall be treated on a uniform basis. Use by union organizations shall be governed by the applicable collective bargaining agreement with the University.



SPACE UTILIZATION: PERMITTED RESTRICTIONS

- The University shall deny use of college facilities to:
- Users that refuse to employ at their event the security personnel required by the host college. Users of college facilities must abide by the University's Private Security Policy (adopted by the Board of Trustees on March 21, 1994, Cal. No.4), as it may be amended, which is incorporated into this policy.
- Users that previously submitted a false application or that have previously violated the terms of a use agreement.
- Users that plan to use college facilities in a manner that obstructs or disrupts college operations, interferes with freedom of movement on campus, exposes persons or property to safety hazards or risk of injury, or is unlawful.



TYPE OF SPACE	OCCUPANCY
ATHLETIC FACILITIES	
Alumni Gym	400
Ohio Field	N/A
Locker Rooms	N/A
Swimming Pool	Offline
AUDITORIUMS	
Hall of Fame /Playhouse	210
GML Auditorium	500
ACADEMIC	
Classrooms	VARY: 20-40
Labs	VARY: 20-40
Roscoe Brown 211	70
Language Hall – Lower Lounge	94
CONFERENCE AND ASSEMBLY	
Lecture Hall	VARY
Colston Lower Level	280
South Hall - 109	30
President’s Conference Room	30
Meister Hall Lobby	N/A
PREMIER	
GML Rotunda	74
Hall of Fame of Great Americans	VARY
North Hall and Library	VARY
Other Unique Locations	VARY

Tabling is permitted in Colston Lobby and Roscoe Brown Student Center at no charge

CAMPUS PROFILE

BCC can accommodate a variety of event types including, but not limited to, board-style meetings for 18 to 40 guests; lectures for up to 400 attendees; small to medium-sized conferences with capacities from 40 to 250; dinners for up to 250. As our calendar is tightly booked for College events, we may not be able to confirm an event more than a semester in advance.



RENTAL FEES AND ASSOCIATED COSTS:

- Rental fees include space rental, set up and breakdown, public safety, and audio visual costs. Space rental fees are based upon location and event needs.
- Prior to providing a full estimate, detailed information about the event is required to be provided by submitting the online questionnaire –
- All of the logistical details must be finalized at least 14 days before the event date.
- Outside groups are responsible for their own decorating, hospitality support and catering. Please note that only BCC-approved caterers may be used. Please also note that all advertising, publicity, including “save the date” notices must be pre-approved by Bronx Community College.



CONTRACT AND INSURANCE REQUIREMENTS:

- If a space request by an external group/individual is approved, the group/individual must sign a Facilities Use Agreement and abide by the terms including, cancellation terms, if applicable.
- Groups/individuals will also be required to provide a certificate of insurance, with applicable limits.
- All space requests must now be made through Resource 25.
- All inquiries will be responded to within 48 hours.



SPACE RENTAL PROCESS



ALL INFORMATION NOW ONLINE

<http://www.bcc.cuny.edu/Administration-and-Finance/>

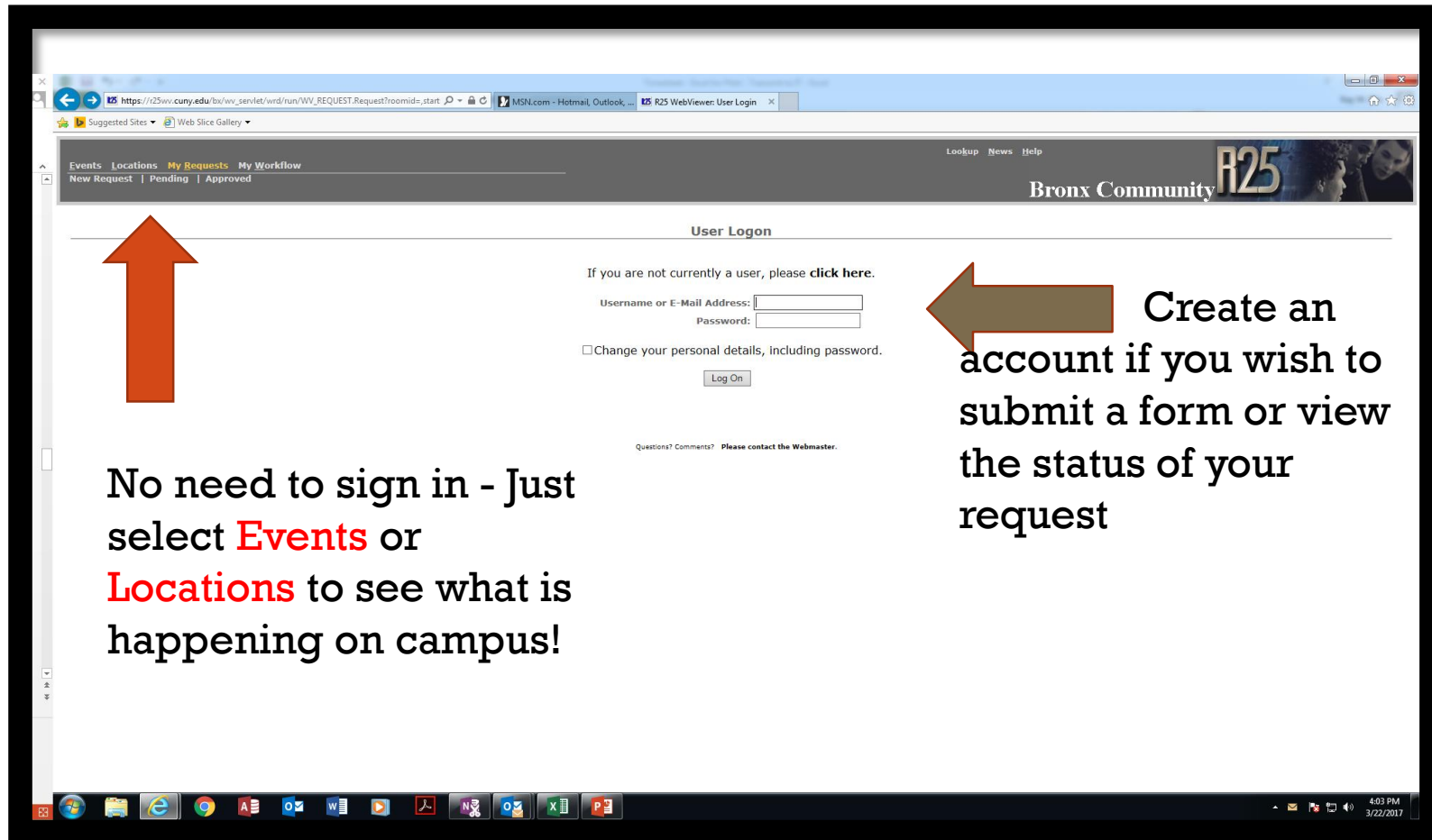
The screenshot shows the homepage of the Administration and Finance department. The header includes the department name and a navigation menu with categories like Administrative Staff, Audits and Financial Statements, Budget and Financial News, etc. A large banner image of a building entrance is visible. Below the banner, there is a 'Quick Links' section with a red arrow pointing to 'Space Reservations'. Other sections include 'Administration and Finance' description, 'New Employee Orientation - Fall 2016', and 'NYC The City Record Online'.

Reservation Form Link

The screenshot shows the 'Space Reservation' page. The header includes the Bronx Community College logo and a navigation menu. The main content area features a large banner image and a 'College Space Use Policy' section. A red arrow points to the 'Online Form' link in the 'Rules and Regulations' section. The page also includes sections for 'Guidelines for the Allocation and Use of Space for Public Events at Bronx Community College of The City University of New York' and 'Best Practices for Use of Campus'.



YOU DO NOT NEED TO SIGN IN TO SEE THE UPCOMING EVENTS...



The screenshot shows a web browser window displaying the R25 WebViewer User Login page. The browser's address bar shows the URL: https://r25www.cuny.edu/bx/wv_servlet/wrd/run/WV_REQUEST.Request?roomId=start. The page features a navigation menu with 'Events', 'Locations', 'My Requests', and 'My Workflow'. Below the navigation is a 'User Logon' section with a login form. The form includes fields for 'Username or E-Mail Address' and 'Password', a checkbox for 'Change your personal details, including password.', and a 'Log On' button. An orange arrow points to the 'Events' and 'Locations' links in the navigation menu. A brown arrow points to the 'Log On' button. The page also includes a 'Bronx Community R25' logo and a footer with 'Questions? Comments? Please contact the Webmaster.'

Events Locations My Requests My Workflow
New Request | Pending | Approved

Lookup News Help
Bronx Community R25

User Logon

If you are not currently a user, please [click here](#).

Username or E-Mail Address:
Password:

Change your personal details, including password.

Log On

Questions? Comments? Please contact the Webmaster.

No need to sign in - Just select **Events** or **Locations** to see what is happening on campus!

Create an account if you wish to submit a form or view the status of your request



Request an Event

Please fill in as many details as possible. Required fields are labeled like **this**.

Event Name:

Event Title:

Event Type:

Sponsoring Organization:

Expected Head Count:

Repeat Every: Week(s)

On:

Monday Tuesday Wednesday Thursday Friday

Saturday Sunday

Until:

For: Repetition(s)

Space Preference:

Specific Space:

Any Space In:

Other:

Resources:

6 inch Long Table	<input type="text" value="0"/>	(Number)
60 inch Round Table	<input type="text" value="0"/>	(Number)
6FT Rectangular Tables	<input type="text" value="0"/>	(Number)
6FT Rectangular tables	<input type="text" value="0"/>	(Number)
6FT rectangular tables	<input type="text" value="0"/>	(Number)
8 Inch Long Table	<input type="text" value="0"/>	(Number)
8FT Rectangular Tables	<input type="text" value="0"/>	(Number)
8FT Rectangular tables	<input type="text" value="0"/>	(Number)
8FT-Rectangular Tables	<input type="text" value="0"/>	(Number)
AV Equipment	<input type="text" value="0"/>	(Number)
AV Personnel	<input type="text" value="0"/>	(Number)
American Flag	<input type="text" value="0"/>	(Number)
American/US Flag	<input type="text" value="0"/>	(Number)
Amplifier	<input type="text" value="0"/>	(Number)
Art Easels	<input type="text" value="0"/>	(Number)

First Occurrence

Start: :

End: :

Repeat:

- None
- Ad Hoc

Daily

Repeat Every: Day(s)

Until:

For: Repetition(s)

Weekly

Event Request Summary

Event Name: Easter Egg Hunt
Event Title: Easter Egg Hunt
Event Type: SP EV COMMUNITY EVENT
Sponsoring Organization: EVENTS & ADMIN SERVICES
Expected Head Count: 200
Start: March 22 2017 11:00 AM
End: March 22 2017 12:00 PM
Date Summary: No Repeating Dates Were Selected.
Space Preference: AG-400
Resources:
Custom Attributes:
Requirements:
Comments:
Description:

NOTE: Your request has not yet been processed. If everything is correct, submit it now; otherwise, make changes and then submit it.

ONLINE R25 FORM

https://r25wv.cuny.edu/bx/wv_servlet/wr_d/run/WV_REQUEST.Request?roomid=,start=,end=





ALCOHOL AUTHORIZATION FORM

Date: _____ Campus Event Non-Campus Event Student Event

BCC Department/Student Association: _____

Event Organizer: _____

Email Address: _____ Phone: _____

Event Information: _____

Title of Event: _____

Date of Event: _____ Begin Time: _____ End Time: _____

Location Reserved for Event: _____

Type of Function (please check the type of function):

- Banquet Meeting Dance Fundraiser Concert Reception

Other: _____

Number Attending: _____ How will you identify attendees over 21: _____

Type of alcohol being served* (check all that apply): Beer Wine Liquor

Will there be a Bartender: Yes No

If yes, does Bartender/Caterer have a valid permit to serve alcohol in New York State: Yes No

*Officers from BCC's Department of Public Safety must be present at all times during an event serving alcohol.

By signing below, Event Coordinator certifies the information included in this form is accurate and complete. Event Coordinator is responsible for ensuring compliance with all campus policies regarding alcohol as well as State liquor code for private events in public facilities where alcohol is present. Event Coordinator is also responsible for understanding the liability for the University, and will adhere to all University, City, and State regulations regarding alcohol service and consumption. By signing this form, the Event Coordinator agrees to have this event registered as a campus event with alcohol.

Check box if all required permits and documents are attached and/or reviewed:

Signature of Event Organizer: _____

Approval/Signature of Event Services Director: _____

Unless otherwise expressed this request may only be approved by the President of the College

Alcohol authorized for event: Approved _____ Denied _____

Authorization Signature: _____

President or designee

ALCOHOL AUTHORIZATION FOR EVENTS

Users who wish to host an event on campus serving alcohol must have written consent of the President.

As part of the event application process all user must complete the following authorization form:



MONTHLY CALENDAR - NOW AUTOMATED

The College Community can view the monthly events calendar online for space availability and special events.

Events Locations My Requests My Workflow
 What's Hot | **By Date** | Catalog | My Reminders

Lookup News Help

Bronx Community R25

◀ Events for March 2017 ▶
 View as a list

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	1	2	3	4	5
		07:00 AM MADAM SECRETARY FILM SHOOT GM-1AUD01, GM-3ROTUNDA, GM-TUNNELS	08:00 AM BLACK LIVES MATTER EVENT (TBD) BC-211A, BC-211B	09:00 AM CUNYSTART ME-320	07:00 AM KALIEF BROWDER FILM SHOWING PREP GM-1AUD01, GM-3ROTUNDA	07:00 AM KALIEF BROWDER FILM SHOWING PREP GM-1AUD01, GM-3ROTUNDA
		08:30 AM MASS INCARCERATION EVENT BC-110, BC-211A, BC-211B	09:00 AM CAREER & TRANSFER SVCS. SP 2017 TABLING BC-1LOBBY	09:00 AM BRONX CORRIDORS CONFERENCE CO-LL	08:00 AM FRESHMEN TESTING NI-104, NI-203, NI-205, NI-211A, NI-211B	
		09:00 AM CAREER & TRANSFER SVCS. SP 2017 TABLING CO-SLOBBY	09:00 AM CAREER & TRANSFER SVCS. SP 2017 TABLING CO-SLOBBY	09:00 AM CUNY START/MATH START PROGRAM HA-104, NI-207, NI-207A, NI-305	08:00 AM CATW SCORING SESSIONS	
		09:00 AM CUNY START/MATH START PROGRAM HA-104, NI-207, NI-207A, NI-305	09:00 AM CUNY START/MATH START PROGRAM HA-104, NI-207, NI-207A, NI-305	09:00 AM CLIP HA-101, HA-102, HL-102, HL-201A, HL-201B, HL-204B	09:00 AM STEP PROGRAM BA-301, BA-305	
		09:00 AM CLIP HA-101, HA-102, HL-102, HL-201A, HL-201B, HL-204B	09:00 AM CLIP HA-101, HA-102, HL-102, HL-201A, HL-201B, HL-204B	09:00 AM CUNYSTART ME-G16	09:00 AM UPWARD BOUND ME-G16	
		09:00 AM CUNY START/MATH START PROGRAM BU-301	09:00 AM CUNY START/MATH START PROGRAM BU-301	09:00 AM CUNYSTART NH-23	09:00 AM UPWARD BOUND ME-G01, ME-G02	
		10:00 AM CUNYFIRST TRAINING ME-G02	09:00 AM CUNY START/MATH START PROGRAM BU-301	09:00 AM CAREER PATH PROGRAM PH-11	09:00 AM CAREER PATH PROGRAM PH-11	
		10:00 AM CUNY FIRST TRAINING ME-G02	09:00 AM CPR/AED TRAINING LH-001	09:00 AM CUNY START/MATH START PROGRAM BU-301	10:00 AM MAD ABOUT DANCE REHEARSALS & PERFORMANCE BC-110	
		10:00 AM CUNY START/MATH START PROGRAM NH-37	10:00 AM CUNY START/MATH START PROGRAM NH-37	09:00 AM PERKINS TUTORING TRAINING 2017 SH-109	10:00 AM TRIO ACADEMIC SATURDAY PROGRAM_SPRING17 ME-203, ME-204, ME-205, NI-300A, NI-300B, NI-305, NI-307	
		02:00 PM CAS SUBCOMMITTEE MEETING SH-109	12:00 PM ASAP COHORT 10S - MS.BROWN 3/2/2017 BA-203	09:00 AM CONTINUING EDUCATION CLASS PH-32		
		05:00 PM CUNY START/MATH START PROGRAM BU-301	12:00 PM ASAP GROUP MEETINGS - MS. NUNEZ NH-37	09:00 AM CAREER PATH PROGRAM CO-421, CO-423		
				10:00 AM CUNY START/MATH START PROGRAM BU-301		

Event Quick Search
 Name
 Starts With
 Go

Day Week Month
 2017
 Jan Feb Mar
 Apr May Jun
 Jul Aug Sep
 Oct Nov Dec

Go to Today

Filters
 All
 FA16 Academic Classes
 FA16 Special Events
 SP17 Academic Classes
 SP17 Special Events

Refine your query to by date or event type!





What's Hot in the Next 30 Days

JOSEPHINE BARREIRO ART EXHIBITION
JOSEPHINE BARREIRO ART EXHIBITION

Fri Mar 17 2017
10:00 AM to 04:00 PM

BL-107 BLISS HALL 107

Ben-nun, Mary Jo
maryjo.ben-nun@bcc.cuny.edu

JOSEPHINE BARREIRO ART EXHIBITION
JOSEPHINE BARREIRO ART EXHIBITION

Mon Mar 20 2017
10:00 AM to 04:00 PM

BL-107 BLISS HALL 107

Ben-nun, Mary Jo
maryjo.ben-nun@bcc.cuny.edu

JOSEPHINE BARREIRO ART EXHIBITION
JOSEPHINE BARREIRO ART EXHIBITION

Tue Mar 21 2017
10:00 AM to 04:00 PM

BL-107 BLISS HALL 107

“WHAT’S HOT “

**TOP EVENTS FOR
NEXT 30 DAYS -
NOW SHARED ON
THE WEBSITE**

R25’s web viewer enables users to keep up with the special events and what’s hot on campus

The link below will provide BCC’s hot events for the next 30 days:

<https://r25wv.cuny.edub/x/wv/servlet/wrd/run/wv/event.whatson>



FEE SCHEDULE*

The fees listed below reflect identified costs such as registration, space utilization, and mandatory personnel.

Fees do not include catering services, cost of piano tuning, and other special services. For special set-ups or additional custodial services, see "Labor Fees."

TYPE OF SERVICE	PER HOUR
Theatre Technician	33.00
Audio Visual Technician	43.00
Building Engineer	42.00
Custodial	28.00
Security Officer	34.00
Lifeguard	28.00
Athletic Coordinator	39.00

* Schedule last updated in 2015

TYPE OF SPACE	DAILY RATE		Community
	Weekday	Weekend	Rate
ATHLETIC FACILITIES			
Alumni Gym	\$600	\$700	
Ohio Field	\$600	\$700	
Locker Rooms	\$200	\$200	
Swimming Pool	Offline	Offline	
AUDITORIUMS			
Hall of Fame /Playhouse	\$450	\$500	
GML Auditorium	\$1,000	\$2,000	\$500
ACADEMIC			
Classrooms	\$150		
Labs	\$200		
Roscoe Brown 211	\$400	\$500	
Language Hall – Lower Lounge	\$200	NA	
CONFERENCE AND ASSEMBLY			
Lecture Hall	\$250		
Colston Lower Level	\$800	\$900	
South Hall - 109	\$100	Offline	
President’s Conference Room	\$150	\$200	
Meister Hall Lobby	\$200	Offline	
PREMIER			
GML Rotunda	\$1,000	\$2,000	
Movies – Prep//Break-down Dates	\$3,000	\$3,000	
Movies –Film	\$4,000	\$4,000	
Still Photo Locations	\$1,000		

Tabling is permitted in Colston Lobby and Roscoe Brown Student Center at no charge



FILM AND PHOTO RENTALS THROUGH JUNE 2017

Date	Event	Type	Date(s)	Duration on Campus	Location Fee	Service Fee	Total	Amount Received
04/05/16	"Elementary"	Film	April 6 - April 8, 2016	3 days	\$ 10,000.00	\$ 5,100.00	\$ 15,100.00	\$ 15,100.00
04/14/16	"Elementary"	Film	April 15 - April 19, 2016	3 days	\$ 10,000.00	\$ 2,800.00	\$ 12,800.00	\$ 12,800.00
04/21/17	Russia Vogue	Photoshoot	April 22, 2016	1 day	\$ 2,000.00	\$ 800.00	\$ 2,800.00	\$ 2,800.00
05/03/16	Givenchy Fall/Winter Campaign	Photoshoot	May 6, 2016	1 day	\$ 2,500.00	\$ 1,250.00	\$ 3,750.00	\$ 3,750.00
06/13/16	Elle.com	Photoshoot	June 14, 2016	1 day	\$ 1,000.00	\$ 200.00	\$ 1,200.00	\$ 1,200.00
06/14/16	"I am Not Your Negro"	Film	June 17, 2016	1 day	\$ 1,500.00		\$ 1,500.00	\$ 1,500.00
07/14/16	"Quantico"	Film	July 19 -July 25, 2016	5 days	\$ 17,000.00	\$ 7,750.00	\$ 24,750.00	\$ 24,750.00
08/04/16	Under Armour	Photoshoot	April 6, - April 7, 2016	2 days	\$ 2,000.00	\$ 1,500.00	\$ 3,500.00	\$ 3,500.00
08/18/16	Women's Wear Daily	Photoshoot	August 19, 2016	1 day	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00
08/22/16	Uniqlo	Photoshoot	August 23, 2016	1 day	\$ 3,800.00	\$ 200.00	\$ 4,000.00	\$ 4,000.00
09/16/16	"Billions"	Film	September 12 -September 13, 2016	2 days	\$ 3,000.00	\$ 2,000.00	\$ 5,000.00	\$ 5,000.00
10/20/16	"The Tap"	Film	October 20 - October 24, 2016	3 days	\$ 10,000.00	\$ 1,500.00	\$ 11,500.00	\$ 11,500.00
10/21/16	Vogue	Photoshoot	October 22, 2016	1 day	\$ 1,000.00	\$ 500.00	\$ 1,500.00	\$ 1,500.00
10/24/16	"Gotham"	Film	November 2 -November 9, 2016	7 days	\$ 17,000.00	\$ 7,600.00	\$ 24,600.00	\$ 24,600.00
12/08/17	"The Americans"	Film	December 12 -13, 2016	2 days	\$ 10,000.00	\$ 3,500.00	\$ 13,500.00	\$ 13,500.00
01/19/17	"The Greatest Showman"	Film	January 4 -January 25, 2017	19 days	\$ 57,000.00	\$ 26,350.00	\$ 83,350.00	\$ 83,350.00
01/25/17	"The Americans"	Film	January 26 -February 1, 2017	5 days	\$ 16,000.00	\$ 4,000.00	\$ 20,000.00	\$ 20,000.00
01/26/17	Adidas	Photoshoot	February 6 - February 8, 2017	2 days	\$ 5,000.00	\$ 1,000.00	\$ 6,000.00	\$ 6,000.00
01/30/17	"Elementary"	Film	February 2 - February 6, 2017	2 days	\$ 9,000.00	\$ 1,500.00	\$ 10,500.00	\$ 10,500.00
02/16/17	"Madam Secretary"	Film	Ferbruary 22 - March 1, 2017	6 days	\$ 19,000.00	\$ 10,800.00	\$ 29,800.00	\$ 29,800.00
03/02/17	"Veep"	Film	March 5 - March 6, 2017	1 days	\$ 9,000.00	\$ 950.00	\$ 9,950.00	\$ 9,950.00
03/08/17	"Quantico"	Film	March 8 - March 10, 2017	3 days	\$ 16,200.00	\$ 12,100.00	\$ 28,300.00	\$ 28,300.00
03/30/17	"Madam Secretary"	Film	March 31 - April 6, 2017	7 days	\$ 18,000.00	\$ 6,800.00	\$ 24,800.00	\$ 24,800.00
05/18/17	Jonathan Simkhai	Photoshoot	May 19, 2017	1 day	\$ 1,000.00	\$ 200.00	\$ 1,200.00	**
06/07/17	"40 North"	Film	June 6 - June 9, 2017	6 days	\$ 22,200.00	\$ 2,840.00	\$ 25,040.00	\$ 25,040.00
							\$ 365,440.00	\$ 364,240.00

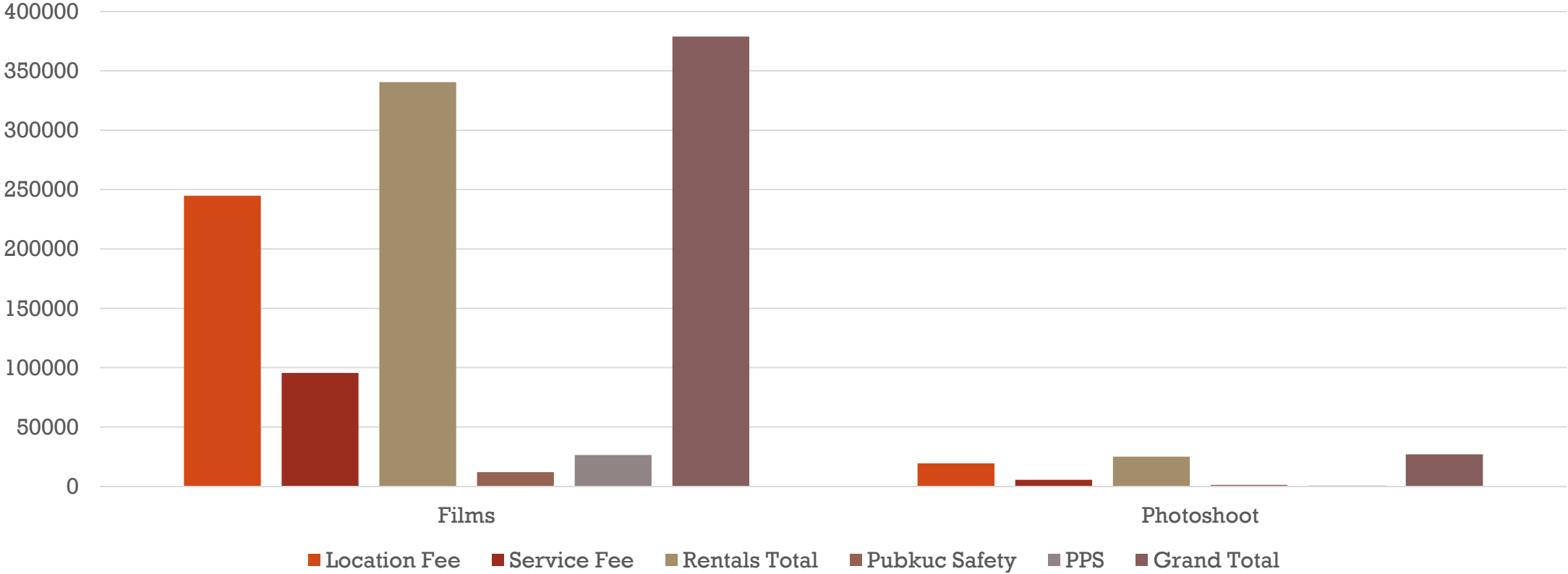
** Payment has not been received as of June 30th, 2017

DAYS 86 TOTAL 25



NET RENTALS PROCEEDS TO COLLEGE: \$364,240

Film and Photo Rentals (April 2016 – June 2017)



* Rentals resumed in April 2016



PROGRESS HAS BEEN GUIDED BY A SURVEY CONDUCTED BY SENATE COMMITTEE ON COMMUNITY EVENTS

Results of a campus wide survey on the campus event process found opportunities for improvement in five main areas:

Coordination and collaboration on events across college departments

Communication and Marketing participation

Customer service

Website: Ease of use and information

Events process centralization



01

Resource 25
software expansion

02

Environmental
testing/Abatement

03

Renovation and
clean up of
formerly unusable
campus space

04

Enhanced student
engagement and
experiential
learning

05

Increases the
positive profile of
the college

BENEFITS FROM RENTAL PROGRAM



UPCOMING GOALS

Continue	Continue efforts to streamline and centralize and improve communication and collaboration
Increase	Increase R25 functionality to additional campus users
Expand	Expand scheduling to include Continuing Education, Athletics and Outreach Programming to R25
Integrate	Integrate a scheduling optimizer software as appropriate.
Revise	Revise Fee Schedule – Effective 1-1-2018
Increase	Increase coordination with Career Services on resume enhancing services for students
Increase	Increase return patronage

