



Campus Facilities Policy & Use Guidelines

OP-B-10 USE OF UNIVERSITY FACILITIES

SPECIFIC AUTHORITY

Custody and Care of University Property
Florida Administrative Code Chapter 6C-2

OBJECTIVE

To specify the guidelines for use of university facilities for events other than the normal university functions of teaching, research, service and administration.

OVERVIEW

University space and facilities will be used first for the official and regular purposes and functions of the University. The University may extend the use of specified space and facilities to members of the University community or to the general public subject to the provisions outlined within this procedure.

A. DEFINITIONS The following definitions apply throughout this procedure.

Private Events:

A private event held on the University campus is one that is open to attendance only by members and invited guests of the host organization or person.

Public Events:

A public event held on the University campus is one that is open to attendance by all members of the University community and/or to the general public in accordance with the provisions of this policy. A ticket or registration fee may be required for admittance to the event.

University Persons, Groups and Organizations:

University persons, groups and organizations are defined as one of the following: individual members of the University community, that is, students, faculty members, Administrative and Professional (A&P) employees and University Support Personnel System (USPS) employees, student organizations, honor societies, fraternities, sororities and religious associations officially recognized by the University; and officially constituted colleges, schools, divisions, departments, agencies or other corporate organizational units that are part of, or operate on behalf of the University, such as foundation and alumni organizations.

University Related Groups and Organizations:

Groups and organizations not officially recognized by or affiliated with the University, or otherwise failing to meet the definition in the preceding paragraph, but are related to the University because of the promotion of interests of the University community, the academic professions and other related interests of the faculty, staff or students, or which perform other

services to the University and its community, such as credit unions, academic professional associations and fraternities, employee organizations, charitable community organizations, other public educational institutions and the like.

Non-University Persons, Groups and Organizations:

Persons, groups or organizations which do not meet the definitions of persons, groups or organizations as defined above, including those groups and organizations which exist primarily for the purpose of carrying on commercial activity for profit, or which otherwise exist primarily for private individual gain or benefit.

B. CIVIC CENTER USE DAY

An agreement exists whereby the University is allocated a number of "Use Days" for the Tallahassee/Leon County Civic Center, as determined by the amount of monies the University contributed toward construction costs for the facility. Arena, exhibition hall and meeting room spaces are available in the facility.

Use days are charged in lieu of rent for facility space, with other costs involved to be borne by the user. Some events are charged more Use Days than are used by the actual event itself. For example, all regular season basketball games are charged two and one-half (2.5) Use Days. A concert originating within the University will be charged one (1) Use Day, whereas a concert involving performers or acts brought in from outside the University shall be charged at the rate of three (3) Use Days per concert. There are additional requirements and restrictions that may apply, and due to the limited number of Use Days allocated, all requests for use are evaluated by the Civic Center Use Day Board.

Requests for use of the facility should be made through the Division of Student Affairs. Continuing university commitments, such as commencements and basketball games, are given scheduling priority.

C. NON-DISCRIMINATION POLICY

Reservation of space and/or the use of facilities will be denied any organization whose membership requirements discriminate against any person on the basis of race, sex, color or national origin, etc.

D. SPACE RESERVATION REQUIREMENTS

The person or organization arranging for space assumes the responsibility for advising the members of the organization concerning university policies pertaining to reservations and facilities use. The person or organization that sponsors the event is also responsible for any damages incurred in connection with the event.

Space is normally reserved on a first-come first-served basis. The Oglesby Union and the Student Life Building are open to all activities that university groups wish to hold; however, their programs and policies are planned to facilitate the use of these complexes by students. Policies related to the use of these facilities are approved by the Union Board and appear in the Union Board policy manual.

The Florida State Conference Center (FSCC) is available to house educational conferences, seminars, meetings and workshops; however, because of the unique nature of this facility, additional procedures and criteria for its use are administered by the Center for Professional Development and Public Service.

In order to report Florida State University's continuing education activities to the Board of Regents, university policy requires that all non-credit conferences, seminars, workshops and camps conducted in facilities or sponsored by units of Florida State University be coordinated through the Center for Professional Development and Public Service. Therefore, all requests for space for such activities should be directed to the Center. The Center will assist in reserving needed space. If the Center provides no service to the sponsoring group other than reporting to the Board, the Center will inform the group as to which offices must be contacted for arrangements such as food services and audio-visual equipment.

Many academic and auxiliary units reserve space in their buildings for non-credit continuing education activities; therefore, all deans, directors and department heads are required to direct the staff member who arranges for such space to call the Center for Professional Development and Public Service and initiate the process for individual or institutional Continuing Education Unit (CEU) approval and recording if such has not already been accomplished by the program's university sponsor.

No university person, group or organization is to sponsor an event (public or private) for any non-university person, group or organization that has sought and has not received permission on its own merit to use university facilities.

See Addendum 5 for space reservations requirements for the Panama City Campus.

E. SPACE RESERVATION PROCEDURES - UNIVERSITY PERSONS, GROUPS and ORGANIZATIONS

Faculty or Staff Persons, Groups or Organizations

- Space for Academic Courses: All inquiries about classroom space for scheduled classes should be directed to the Space Reservations and Scheduling Office in the Registrar's Office.
- Space for Other Events: Requests for on-campus space for all events other than regularly scheduled classes should be directed to the Guest Services Office, Oglesby Union.
- Florida State Conference Center Space: Requests for information about FSCC space should be directed to the Director of Conference Services, Center for Professional Development and Public Service.
- Civic Center Space: Information about Civic Center space and application for Use Days will be provided by the Division of Student Affairs.

Students, Student Groups or Organizations

- Space for Campus Events: all registered students, student groups or organizations requesting space on Florida State University campus should contact the Guest Services Office, Oglesby Union.
- Civic Center Space: Information about Civic Center space and application for Use Days will be provided by the Division of Student Affairs.
- Florida State Conference Center Space: Requests for information about Florida State Conference Center (FSCC) space should be directed to the Director of Conference Services, Center for Professional Development and Public Service.

Non-University Persons, Groups or Organizations

Persons, groups or organizations external to the University will contact the Center for Professional Development and Public Service to request space for educational conferences, meetings, seminars and workshops in the FSCC and/or Guest Services in the Oglesby Union to request any other space on Florida State University campus.

F. APPROVAL OF REQUESTS FROM UNIVERSITY-RELATED AND NON-UNIVERSITY PERSONS, GROUPS and ORGANIZATIONS

As a general rule, non-University persons, groups and organizations may not use Florida State University facilities. There are, however, special situations such as educational programs that may be given for members of non-university organizations that may allow use of university facilities by this category of user. Requests for such use of the FSCC shall be addressed to the Center for Professional Development and Public Service. For use of any other facilities, written requests must be submitted to and written approval received from the Oglesby Union Guest Services in consultation with other appropriate university departments. The administrator with responsibility for a particular facility must grant permission in consultation with the Oglesby Union Guest Services Office for the use of that facility by a non-university group, person or organization. The Oglesby Union Guest Services Office shall inform the Director, Center of Professional Development and Public Service, of each such approval granted to a non-university group, person or organization for an educational seminar, conference, meeting, workshop or similar event.

- Approval may be granted after consultation with representatives from Physical Plant, University Police, Oglesby Union, Stages and Auditoria, Business Services, University Attorney and/or other administrative officers as appropriate.
- Appropriate University officials shall participate in determining services, equipment and facilities to be provided by the University; related expenses or deposits associated with these services; equipment and facilities; and the distribution of proceeds. Sponsors must agree to be responsible for any damages to university facilities and equipment.
- A duly executed lease agreement shall be required for the use of university space by all non-university persons, groups and organizations and certain university related persons, groups and organizations. The lease agreement shall specify all items identified in the above paragraphs and contain appropriate language necessary to protect the University. A duly executed lease agreement will also be required for university groups when they choose to co-sponsor an event for a group that alone would be categorized as a non-university group. This determination will be made by the appropriate University officials in consultation with the Oglesby Union Guest Services Office taking into consideration such things as purpose of programs, identity of sponsors and benefit to the University or local community. In the case of the FSCC, the University's regularly executed Letter of Agreement may be substituted for the lease.

It should be noted that the lease agreement requires the user to present evidence of insurance covering the event. Coverage must consist of at least the minimum limits of \$500,000 per person and \$1,000,000 per occurrence with Florida State University and the Florida Board of Regents named as additional insureds against any claims. Adjustments in insurance coverage may be made, depending upon the risk involved.

G. USE OF UNIVERSITY PROPERTY, FURNISHINGS AND EQUIPMENT AND ATTENDANT RESPONSIBILITY

Groups, organizations and individuals reserving space or facilities should be aware and make their members or others participating aware of the responsibilities attendant to the reservation of designated space or facilities including responsibility for the proper care of any furnishings and equipment located in or about the designated area:

The group, organization or individual reserving the space or facility agree to abide by all laws, rules, regulations, policies, ordinances, etc pertaining to the use of University property, furnishings and equipment.

- **Damage:** The group, organization or individual reserving the space or facility is responsible for any damage to the area reserved, including property, furnishings and/or equipment. If damage should occur, the group, organization or individual reserving the space or facilities shall be held responsible for costs incurred and the repair or replacement of said damaged property, furnishings or equipment.
- **Removal:** Removal of property, furnishings or equipment assigned to university facilities is strictly prohibited except in instances where proper removal procedures are followed.
- **Liability:** The University disclaims responsibility for any injuries occurring in the use or preparation of reserved space for special events that require the alteration of rooms, set up or decoration. Injuries or the theft of personal effects occurring in connection with the event shall in no way be the responsibility of the University or its officials.

H. POLICY GOVERNING THE APPROVAL OF SPACE FOR TEMPORARY SIGNS, BANNERS OR OTHER NOTICES ABOVE WESTCOTT GATE, JEFFERSON STREET GATE AND IN THE OGLESBY UNION COMPLEX

Prior approval by Oglesby Union Guest Services with concurrence of the Director of the University Physical Plant is required to place signs, banners and other notices in the referenced areas. The content of signage placed above the Westcott gate, Jefferson Street gate and in the Oglesby Union is restricted to the advertisement of University sponsored events or programs, or approved events or programs, or registered student organizations or university groups. Priority shall be given to University and Oglesby Union Programs/events.

All signs must reflect mature judgment and discretion in content and style. Signs and banners may not be in support of political parties or individuals. Signs or banners of an illegal (i.e., violation of any federal, state or local municipal ordinances) or offensive nature will be removed.

No signs or banners may be placed in contravention of established Florida State University policies and procedures.

I. RESERVATION OF SPACE FOR FEDERAL, STATE OR LOCAL POLITICAL CAMPAIGN SPEECHES

Certain restrictions are placed on the reservation of space for political speeches. Only registered University student organizations may sponsor candidates or speakers making appearances on behalf of candidates for federal, state or local office. Speeches may be delivered in the following designated

areas: Ruby Diamond Auditorium, Outdoor Amphitheater of the Music Building, Roscoe R. Oglesby Union Complex and Doak S. Campbell Stadium.

Reservation of space by Student Government Association Political Parties: Student political parties must be registered with the Student Government Association prior to the granting of approval of reservations for space. Space will not be reserved until official notification from the Student Government Association is received by the Oglesby Union Guest Services Coordinator. During the weeks of active campaigning, the Student Government political parties may apply for use of space in compliance with the Student Government Election Code and procedures found in Florida State University Student Handbook.

J. RESERVATION OF TABLE SPACE IN UNIVERSITY FACILITIES

Use of table space is permitted in the following area under the conditions provided:

Oglesby Union Complex Courtyard and Union Green: Registered student groups, organizations or individuals may request the reservation of table space in this area through the Union Guest Services Coordinator, under the conditions outlined in the most current Union Board Policy Manual.

K. AMPLIFICATION OF SOUND AND MUSIC

Amplification equipment for the purposes of this policy includes, but is not limited to, public address systems, sound systems with speakers and amplifiers and battery operated bullhorns. Amplification of sound or music is permitted in the Union courtyard and amphitheater. Sound amplification equipment may be used from the hour of 12:00 noon through 1:00 p.m., Monday through Friday. Use of this equipment must be approved by the Union Director, Associate Director or the Director of Student Campus Entertainment. The use of amplification of sound and music in areas other than the Union Courtyard and amphitheater is subject to approval by the University Office of Rights and Responsibilities.

L. RESTRICTIONS AND EXCEPTIONS TO AMPLIFICATION POLICY

Groups must arrange for use of the above designated areas at least 24 hours in advance. Arrangements for use of any Union equipment must be completed at least 24 hours in advance. Any stages and auditoria equipment arrangements must be made 7 days in advance.

Outdoor amplification of sound or music must not be so loud as to disturb those using academic buildings, create a disturbance to those engaged in academic pursuits or to create a nuisance to residents of the area.

After scheduling outdoor areas of the campus other than the Union Courtyard with the Guest Services Office, the Rights and Responsibilities Officer may approve the use of amplification and sound equipment in accordance with the following schedule:

- Fridays: 5:00 p.m. until 11:30 p.m. - no sound checks will be permitted on Fridays before 4:30 p.m.
- Saturdays: 3:00 p.m. until 11:30 p.m.
- Sundays: 3:00 p.m. until 7:00 p.m.

Special exceptions to the hours and location listed above may be granted by the University Rights and Responsibilities Officer with the concurrence of the Vice President for Student Affairs or designee in accordance with Section 6C2-3.03(1)a5, Student Conduct Code.

Amplification during evening hours after 6:00 p.m. should be sufficiently reduced in volume so as not to disturb students in residence, those engaged in academic pursuits, other members of the University community or the general public.

Groups failing to comply with all specifications and restrictions of this policy may be denied further privileges of amplification utilizing university facilities. When these rules are abridged, university officials may advise the program sponsors to immediately comply with these regulations or have their program terminated.

M. FEES AND OTHER CHARGES FOR USE OF UNIVERSITY SPACE AND FACILITIES

Registered student groups and university units are not assessed user fees for university space (with the exception of the Florida State Conference Center), except under circumstances where an admission charge or donation is part of the event. Charges for labor and special services required for an event are assessed on the basis of an established schedule. If any group, person or organization chooses to cancel a scheduled event, the Union Guest Services Coordinator must be notified at least 24 hours in advance. Failure to comply with this requirement will result in assessment of charges as though the event were held as scheduled.

- Clean-up Charges: Sponsors must clean up and remove all decorations, trash and other items associated with their event immediately after the event is over. Failure to do so will result in the assessment of a clean-up charge to pay for the labor associated with the removal of any decorations or debris.
- A special fee structure exists for the FSCC. Inquiries should be addressed to the Center for Professional Development and Public Service.

N. ADMINISTRATIVE USE OF UNION SPACE

Meeting rooms are available in the Oglesby Union Complex and the Student Life Building for seminars and workshops of a short-term nature. The University Controller and Registrar periodically use the Union facilities to handle fee payment, financial aid distribution and other functions which require large amounts of space on a temporary basis for direct student service.

The Oglesby Union shall receive a pro-rata share of support and facilities costs associated with the faculty and staff usage of reserved space in the Oglesby Union and the Student Life Building as determined annually by the Oglesby Union Director.

O. ACADEMIC USE OF STUDENT ACTIVITY SPACE

Classes or labs for academic credit are not normally scheduled in the Union facilities or Student Life Building. Exceptions may be made by the Union Director on the basis of specific, individual requests.

P. REASSIGNMENT, REFUSAL OR CANCELATION OF UNIVERSITY SPACE REQUESTS

The reservation and use of Florida State University space and facilities is a privilege and not a right. The Union Guest Services Coordinator, in conjunction with other appropriate administrative officers, reserves the right to reassign, refuse or cancel space reserved by any group, organization or individual.

For more information, please contact the Dean of Students at 850-644-2428

Those persons, groups and organizations whose events require execution of a lease agreement for use of university facilities will be required to comply with the termination and revocation of lease covenants in the agreements. Those persons, groups and organizations not entering into a lease agreement shall be subject to the following:

- **Reassignment:** The right of reassignment shall be at the discretion of the Union Guest Services Coordinator.
- **Refusal:** Refusal may be based upon lack of available space, previous misuse of space, facilities or equipment by the requesting group, organization or individuals; previous conduct of a culpable or reprehensible nature by the group, organization or individuals while utilizing university space or facilities; or other circumstances deemed appropriate by the Union Guest Services Coordinator in consultation with appropriate administrative officials of the University.
- **Cancellation:** Cancellation of space reservations and use of facilities may occur when reservation of space has been accomplished through deceit or in contravention of established rules and regulations; or for other circumstances deemed appropriate by the Union Guest Services Coordinator in consultation with appropriate administrative officials of the University.
- **Charge for Late Hours and Overtime:** Student groups may hold an activity on a Friday or Saturday evening that may extend until 2:00 a.m. in the Oglesby Union. An hourly charge (see addenda 1) will be assessed on activities that continue beyond the established deadline.
- **Fees:** All fees listed in the Addenda shall be reviewed and updated annually by the appropriate university officials having jurisdiction over the respective areas. New charges become effective on July 1st of each year.

When charges are assessed for any university unit, university related group or non-university group, the schedule of charges found in the Addenda shall apply. The Union Guest Services Coordinator shall prepare the lease agreement, including an estimate of charges. The leasee will pay the estimated charges at the time specified in the lease agreement. Following the use of the facility, the user will pay any charges due in excess of the amount already paid or will receive a refund of any funds paid in excess of the actual charges incurred. Billing based on the lease agreement and use will be coordinated through the Oglesby Union Director or Union Guest Services Coordinator.

Because of its unique nature, policies regarding reassignment, refusal and cancellation of Florida State Conference Center space reservations may vary from above. Inquiries should be addressed to the Center for Professional Development and Public Service.