

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 7050

TITLE: USE AND SCHEDULING OF COLLEGE FACILITIES

BASED ON POLICY: 7.05 USE OF FACILITIES

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR
ADMINISTRATIVE SERVICES

I. Purpose:

To establish a procedure for the use of College facilities

II. Procedure:

South Florida State College (SFSC) encourages the use of its facilities by individuals and organizations outside the College community when facilities are not being used for a College activity or an activity that is being sponsored by the College. The cost of using College facilities will be determined by the following facility user categories and the Facility Use Rate Schedule. Facilities use will only be authorized for organizations and events/functions which align with the College's branding and mission, with the understanding that the College is committed to the support of freedom of expression as stated in Board Policy 2.21, Policy 3.01, and Administrative Procedure 3010.

A. Facility use categories:

Category 1: SFSC departments using facilities as part of College curriculum. Public high school graduations. No facility fee is charged and insurance is provided by SFSC policy.

Category 2: Tax-exempt, not-for-profit community organization (must have a primary office/location within DeSoto, Hardee, or Highlands County). Admission may not be charged. An IRS 501(c)(3) Letter of Determination must be on file.

Category 3: Tax-exempt, not-for-profit organization with an IRS 501(c)(3) Letter of Determination on file contracting paid entertainment for performance or for fundraising activity. Admission may or may not be charged.

Category 4: Commercial, for-profit entity or organization.

Category S: Special classification for an organization that is sponsored by SFSC. The College waives the facility fee. All direct costs (labor, ticketing, equipment rental, and special production costs) may or may not be charged. A written request must be made to the director, cultural programs and approved by the president.

- B. Facility Use Rate Schedule: A rate schedule for facility and equipment use is maintained for all events managed by the Office of Cultural Programs. The Facility Use Rate Schedule will be reviewed annually and adjusted as needed.
- C. Liability insurance: Facility users in categories three and four must provide proof of liability insurance with a minimum of \$1 million coverage or secure liability insurance through the College. Depending on risk level, category two facility users may also be required to provide proof of insurance. The Cultural Programs Department should be contacted for required insurance levels and rates.
- D. The vice president for administrative services or designee will negotiate and administer annual, multi-year, and recurring rental/lease agreements.

III. Facility scheduling

The facility scheduling procedure contained herein relates specifically to the Highlands Campus. Facility scheduling for other College- or SFSC Foundation, Inc.-owned facilities is handled by a representative for each facility. When facility use requires a rental agreement, the same process regarding contract issuance, insurance coverage, and other required documentation will be used at all facilities.

Due to the specialized nature and specific needs for certain College programs, the procedure for scheduling facilities differs according to the type of facility request (classroom, athletic facility, conference room), and whether the request is internal (SFSC) or external.

- A. Internal requests for all facilities except conference rooms and athletic facilities

1. Contact the admissions, records, and registration specialist for availability, except for the areas listed below:

SPACE	CONTACT
All Criminal Justice Academy rooms	Criminal Justice Academy
Public Safety Center	Emergency Medical Services
University Center Auditorium	Office of Cultural Programs
Alan Jay Wildstein Center for the Performing Arts	Office of Cultural Programs

2. If space is available, a Room Request form is completed and submitted to the admissions, records, and registration specialist electronically, if possible. The form is available in Panther Central under the Forms tab.
3. Upon approval, the request is logged into Banner.
4. The Room Request form is then forwarded to College personnel who will take care of specific needs (equipment, media, security, maintenance, custodial, etc.). It is recommended that the user follows up with College personnel providing specific needs.
5. Exceptions: Classroom scheduling and Banner input of classes for the following programs is completed independently by program staff:
 - a) Adult Education
 - b) Corporate and Community Education
 - c) Criminal Justice Academy
 - d) SFSC University Center (except UC 100, 102, 207, 209)

B. Requests for athletic facilities

1. Contact the athletic administrative assistant for facility availability.
2. If space is available, the request is approved and logged into the local calendar by the athletic administrative assistant.
3. A Room Request form is completed by the athletic administrative assistant and forwarded to the admissions, records, and registration specialist for Banner input.
4. In the case of external requests that require a Facility Use Agreement issuance, insurance coverage, etc., a copy of the Room Request form will be forwarded to the cultural programs coordinator who will process the Facility Use Agreement.
5. The Room Request form is forwarded by the admissions, records, and registration specialist to other College personnel who will take care of specific needs (equipment, media, security, maintenance, custodial, etc.). It is recommended that the user follow up with College personnel providing specific needs.

C. Requests for conference rooms

1. Contact the designated person for availability.

SPACE	CONTACT
F 102 (Board Room)	Office of the Vice President for Administrative Services
F 118	Office of the Vice President for Administrative Services
B 214	Office of the Dean of Arts and Sciences
B 275	Office of the Dean of Student Services

2. If space is available, the date is approved and logged into the local calendar by the designated contact person.
3. If the event needs maintenance or additional custodial services, a SchoolDude work order must be created by the person(s) reserving the room.
4. If the event needs technical, multimedia, or sound/lights, a Room Request form must be completed by the user requesting the room and sent to the admissions, records, and registration specialist. It will be logged into Banner and forwarded to all College personnel who will take care of the specific needs (equipment, media, security, etc.). It is recommended that the user follows up with College personnel providing specific needs.

D. External requests for all other events

1. Contact the cultural programs coordinator for facility availability.
2. If space is available, a Rental Request form is sent electronically, if possible, to the user to be completed and submitted to the cultural programs coordinator.
3. The request is approved and logged into the local calendar by cultural programs coordinator, and added to the College master calendar.
4. A Room Request form is completed by the cultural programs coordinator and forwarded to the admissions, records, and registration specialist for Banner input.
5. The Room Request form is forwarded to other College personnel who will take care of specific needs (equipment, media, security, maintenance, custodial, etc.). It is recommended that the user follow up with College personnel providing specific needs.

6. Contracts, insurance requirements, and other required documentation will be coordinated by the cultural programs coordinator.
7. Rental fees for facility use by external individuals or organizations will be set in the Facility Use Rate Schedule by the Office of Cultural Programs with input from administration.

IV. Special consideration for the use of the Alan Jay Wildstein Center for the Performing Arts

A. Accessibility of theatre areas

1. Depending on the number of anticipated patrons, the balcony and box seat areas may not be available for occupancy by patrons for a given event.
2. Accessibility will be determined by the cultural programs staff based on the type of event, the history of previous similar events, and in consultation with the facility user.

B. Usher staffing for events

1. For the safety and well-being of the patrons, a sufficient number of ushers will be required to work each event.
2. The required number of ushers for each event will be determined by the cultural programs staff according to the anticipated areas of use for the event, the type of event, and the anticipated number of patrons.

HISTORY: Last Revised: 11/5/19

Adopted: 8/15/89

Reviewed: 1/31/05, 1/31/08, 5/01/12

Revised: 9/1/94, 1/22/02, 9/29/09, 9/27/11, 11/13/12, 10/13/15, 4/24/18, 11/5/19