



POLICY: 6Hx28:11-08.1

Responsible Executive:
Provosts

Policy Contacts: Director, Community Affairs and Economic Development; Campus Managers

Specific Authority: 1001.64, F.S.
Law Implemented: 1001.64, F.S.

Effective Date: 11-18-1992

Date of Last Policy Review:
09-23-2024

Temporary Use of Rooms or Campus Facilities

Policy Statement:

- I. Individuals or groups wishing to use rooms or other Valencia College (“College”) facilities must schedule them in advance through established procedures. College facilities and equipment are intended primarily for educational purposes and for the benefit of the student. Therefore, the use of College facilities and equipment will be made available according to the following priorities: College educational programs, College activities programs, and outside groups and organizations.
- II. The temporary use of College facilities shall be compatible with the philosophy, mission, functions, and objectives of the College.
- III. The College President or a designee shall have the authority to establish insurance requirements and appropriate fees for clean-up and utilities.

Policy History:

Adopted 12-11-74; Amended 8-18-76; Amended 1-19-83; Amended 11-18-92; Formerly 6Hx28:11-06

Related Documents/Policies:

College Policy 6Hx28: 2-02 Discrimination, Harassment and Related Misconduct
College Policy 6Hx28: 2-03 Animals on Campus
College Policy 6Hx28: 3E-08 Disciplinary Action
College Policy 6Hx28: 3E-05.2 Ethical Conduct and Performance
College Policy 6Hx28: 05-02 Speech, Expression, and Commercial Activity on College Property
College Policy 6Hx28: 08-03 Student Code of Conduct
College Policy 6Hx28: 10-01 Reporting Incidents or Injuries
College Policy 6Hx28: 10-05 Smoking Regulations
College Policy 6Hx28: 10-07 Parking and Vehicle Traffic
College Policy 6Hx28: 10-08 Drug-Free Campuses and Workplace
College Policy 6Hx28: 10-09 Child Abuse Reporting

Procedures:

- I. Designated managers of campus operations, at the direction of their Campus Provost, are responsible for establishing campus procedures for controlling, authorizing, and scheduling internal requests for the use of College properties, facilities, and equipment on each campus.
- II. The Office of Community Affairs and Economic Development, in collaboration with designated Provosts and managers of campus operations, is responsible for controlling, authorizing, and scheduling external organization requests for the use of College properties, facilities, and equipment on each campus. Approved external events shall require a designated event administrator on site during the event as a point of contact.
- III. The East Campus Performing Arts Center will be handled as follows:
 - A. Requests from external organizations connected with a College academic program will follow the internal request process as outlined in Procedures Section V. A. 1.
 - B. Requests from external organizations not connected with a College academic program will follow the external request process as outlined in Procedures section V. A. 2.
- IV. Reservation procedures may vary depending upon the requestor and type of activity(ies).
- V. **Properties, Facilities, and Equipment Request Process:**
 - A. College departments/employees, student clubs and organizations, and external individuals, groups and organizations can reserve, change, or cancel meeting or event space as follows:
 1. Internal Requests: College employees and official College clubs/organizations may request the use of meeting or event space by completing the *Room Request Form* through Valencia College Facilities at

<https://valenciacollege.edu/locations/facilities-rental-requests.php> for the respective campus at least ten (10) calendar days prior to the meeting or event. Once the form is completed and submitted, the information will be reviewed by the designated manager of campus operations or designee(s) for availability and authorization or denial of request. The designated manager of campus operations or designee shall notify the requestor of the decision.

2. External Requests: In order to centralize the intake and processing of facilities use requests from external entities, to promote collegewide compliance, uniformity and consistency in the application of policies and procedures, and to develop and maintain a single collegewide database of approved/rejected uses and requesting outside entities, the Office of Community Affairs and Economic Development (CAED) is responsible for the processing of facilities use requests from external individuals, groups, and official/unofficial organizations. Such requests may be made by completing the *External Organization Facilities Use Request Form* at <https://forms.valenciacollege.edu/community-affairs-room-request> at least ninety (90) calendar days prior to the meeting or event or earlier dependent on the type and size of the venue. Once the form is completed and submitted, the information will be reviewed by the CAED representative for appropriateness and availability. Many events may require the additional completion of a *Facilities Use Agreement* that outlines information, including but not limited to, rental space/equipment information, terms and conditions, liability/insurance requirements, and fees, as deemed appropriate. The CAED representative will consult with respective Campus Provosts or other College officials in the processing of requests. Once all required documentation is submitted, the request will be reviewed. The CAED representative shall notify the requestor of the decision.
- B. The College reserves the right to deny or cancel any event or activity for reasons including, but not limited to:
1. The requestor has not provided the required and/or appropriate documentation identified within the respective request form and/or facilities use agreement deadlines;
 2. The requestor has not provided payment of assessed fees to the College at the agreed upon deadline prior to the event (as applicable);
 3. The request was not received sufficiently in advance of the proposed event or activity to permit the necessary evaluation;
 4. The event conflicts with a pre-existing reservation and no reasonable alternative is available;
 5. The request contains material misrepresentation or false information; and/or

6. The event or activity would present an unreasonable health/safety concern, prohibited by law, proposes behaviors or conduct that is prohibited by College policies or procedures, or is not compatible with the philosophy, mission, functions, and/or objectives of the College.

VI. Priority Use of College Properties, Facilities, and Equipment:

- A. To ensure reasonable accessibility for our College educational programs and activities, the following priorities shall apply for the use of College properties, facilities, and equipment:
 1. First Priority: Academic programs and events such as credit bearing courses, continuing education courses, and programmatic activities resulting from academic work.
 2. Second Priority: Sanctioned student clubs/organizations and College departments for College activities including, but not limited to: administration, department programs, trainings, meetings, and other activities related to the College philosophy, mission, functions, and objectives.
 3. Third priority: College vendors that have exclusive use of certain areas (e.g., food service), and other entities having a contractual or partnership relationship with the College.
 4. Fourth Priority: All other non-College uses and unofficial student clubs and organizations, subject to availability and other requirements of this policy and procedures. Note: Use by College employees for activities that are not within the employee's job duties are considered non-College use.

Note: Should there be conflicting requests for the same date(s)/time(s)/location(s), other available options may be provided to requestors for consideration. The College President or designee may override usage and scheduling of any College property, facility, and equipment for extenuating circumstances, unplanned events, or emergencies that may have an impact on College operations.

VII. Conditions for Use of College Properties, Facilities, and Equipment:

- A. College employees, student clubs and organizations, and external individuals, groups, and organizations are responsible for the participants' observance of applicable College policies, procedures, rules, and regulations that govern actions, including but not limited to: accessibility, occupancy limitations, noise ordinances, ethical behavior, conflict of interest, smoking regulations, weapons, drug/alcohol use, health and safety, and non-discrimination, harassment, and related misconduct. Scheduled use of College property, facilities, and/or equipment may be canceled and/or a future request may be denied as a result of any event or activity found to be not in compliance with the regulations identified in the respective request form, facility use

agreement, and/or anticipated or actual violations of College policies, procedures, rules, and/or regulations.

1. Users of College property, facilities, and equipment shall comply with appropriate building, fire codes, applicable laws, rules, regulations, policies, procedures, and safety standards applicable to the particular property(ies), facility(ies) and equipment being utilized.
2. College policies must be strictly observed, including without limitation:
 - a. College Policy 6Hx28: 2-01 Discrimination, Harassment and Related Misconduct
 - b. College Policy 6Hx28: 2-03 Animals on Campus
 - c. College Policy 6Hx28: 3E-05.2 Ethical Conduct and Performance
 - d. College Policy 6Hx28: 3E-08 Disciplinary Action
 - e. College Policy 6Hx28: 05-02 Speech, Expression, and Commercial Activity on College Property
 - f. College Policy 6Hx28: 08-03 Student Code of Conduct
 - g. College Policy 6Hx28: 10-05 Smoking Regulations
 - h. College Policy 6Hx28: 10-07 Parking and Vehicle Traffic
 - i. College Policy 6Hx28: 10-08 Drug-Free Campuses and Workplace
 - j. College Policy 6Hx28:10-09 Child Abuse Reporting
3. College property may not be taken off campus except for instructional programs or other events as authorized by the College and users may not sublet or reassign College property, facilities, and/or equipment.
4. The College is not responsible for damaged, lost, or stolen items belonging to non-College sponsored individuals, groups, or organizations.
5. Alcoholic beverages shall not be served or consumed at any event on College owned or controlled property, unless occurring at an event sponsored by the Valencia College Foundation, or otherwise as specifically approved by the President of the College.
6. Anyone granted permission to use College property, facilities, and/or equipment shall assume responsibility for the care and maintenance of those premises and/or items during the event. Users may be responsible to the College for any loss or damage to College property, facilities, and/or equipment that may occur in the course of the activity(ies), event(s), or meeting(s).
 - a. Any loss, breakage, accidents, or need of repair of College property, facilities, and/or equipment occurring or observed during or after an event must be reported by the event organizer immediately to:

- i. the designated manager of campus operations or designated event administrator; and
 - ii. a College Safety and Security Services representative (Campus Security) for completion of a “Security Incident Report.” For a Campus Security contact list, see Appendix A.
 - b. For more information on other potential incidents or injuries occurring at any event on any College property, see College Policy 6Hx28: 10-01 Reporting Incidents or Injuries.
- VIII. The College President or a designee is authorized to impose corrective or disciplinary actions for students and employees up to and including expulsion for students or dismissal from employment for employees for violations of College policies and/or procedures; and may include a referral to law enforcement for any local, state, and federal law violations. For additional information, see College Policies 6Hx28: 3E-08 Disciplinary Action and 6Hx28: 08-03 Student Code of Conduct.
- IX. The College President or designee reserves the right to deny, postpone, or cancel scheduled activities and/or events without consequence (or expectation of compensation for external individuals, groups, or organizations) on the part of the College when weather conditions or other extenuating circumstances warrant such denial, postponement, or cancellation.

Procedure

History:

Adopted 1-19-83; Amended 11-18-92; Amended 9-23-24; Formerly 6Hx28:11-06

Date of Last Procedure Review: 09-23-2024

Appendix A. Safety and Security Services (Campus Security) Contact Numbers

Campus	Phone Number
Advanced Manufacturing Training Center	407-582-4000
Downtown Center for Accelerated Training	407-582-1000
East Campus	407-582-2000
Fire Rescue Training Facility	407-582-1000
Lake Nona Campus	407-582-7000

United Way Center for Accelerated Learning	407-582-3600
Osceola Campus	407-582-4000
Poinciana Campus	407-582-6500
School of Public Safety	407-582-8000
UCF/Downtown Campus (contact West Campus)	407-582-1000
West Campus (24 hours per day/7 days per week)	407-582-1000
Winter Park Campus	407-582-6000

Policy supersedes amended policy - 12-05-2024