



POLICY: 6Hx28:11-08.1

Responsible Executive:

Executive Vice President, Administrative Services; Campus Provosts

Policy Contacts:

Specific Authority: 1001.64, F.S.

Law Implemented: 1001.64, F.S.

Effective Date: 11-18-1992

Date of Last Policy Review:

11-18-1992

Temporary Use of Rooms or Campus Facilities

Policy Statement:

- I. Individuals or groups wishing to use rooms or other 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 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

Procedures:

- I. The campus presidents, or their designees, are responsible for establishing campus procedures for controlling and scheduling facilities on each campus.
- II. When campus facilities are not required for college-related programs or activities, their use may be approved by the campus presidents under the following conditions:
 - A. There will be a charge for clean-up and maintenance.
 - B. When utilization of facilities is outside the normal operating hours of the College, an additional fee for heating, air-conditioning, and custodial services will be charged.
 - C. A Certificate of Insurance naming the College as either an "additional insured" or as "loss payee" and indicating the name of the company, name of the agent, and amount of insurance must be submitted to the campus presidents. The minimum amount required will be \$100,000/\$300,000 bodily injury and \$50,000 property damage.
 - D. Any damage which occurs to property or equipment as a result of the use of college facilities by an individual, group or organization will be charge to the individual, group or organization.
 - E. If in the College's determination the event will require additional security, other personnel, or special equipment, the cost will be borne by the user according to a contract negotiated prior to the event.
 - F. The president or a designee may waive any or all of the above conditions for non-commercial organizations, such as public education institutions, Civil Defense, governmental functions, civic clubs, church groups, or county or city recreation groups.

**Procedure
History:**

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

Date of Last Procedure Review: 11-18-1992