

## 6C2R-2.007 Use of Campus Facilities.

(1) Introduction. The Florida State University is a public institution. ~~Consequently, there exists a need to specify~~ This regulation sets forth the guidelines for use of University facilities for events other than the normal University functions of teaching, research, service and administration. Use of campus facilities is ~~decided through the use of campus committees~~ administered by various University units; however, final authority for use of all campus facilities lies with the President or designee.

(2) Scope. 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 regulation.

(3) Definitions.

(a) "University Persons, Groups and Organizations." University persons, groups and organizations are defined as one of the following: individual members of the University community (students, faculty, and ~~administrative employees~~ acting in an official University capacity); ~~registered University student organizations~~; all Student Government Association (SGA) entities; student organizations, honor societies, fraternities and sororities and religious organizations officially recognized by the University; officially constituted colleges, schools, divisions, departments, agencies; the University Board of Trustees or other corporate organizational units which are a part of, or operate on behalf of, the University, such as Direct Support Organizations, (DSO's).

(b) "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 paragraph (a) above, but which 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 service 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.

(c) "Non-University Persons, Groups and Organizations." Persons, groups or organizations which do not meet the definitions of persons, groups, or organizations as defined in paragraph (a) or (b) 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.

(d) "Private Events." A private event held on the University campus that is open to attendance only by members and invited guests of the host organization or person.

(e) “Public Events.” A public event held on the University campus 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 regulation.

(f) “Continuing Education Programs.” Continuing Education programs are those conferences, meetings, ~~events~~ and other events registered with the Center for Professional Development & Public Services that have as their purpose the providing of instructional, training and other educational programs to persons ~~people~~ outside the University community. For regulation(s) pertaining to continuing education programs and events registered with the Center for Professional Development and Public Services please refer to Regulation 6C2R-5.090, Center for Professional Development and Public Service, a subset of Regulation 6C2R.5, Academic Matters.

(g) “Outdoor Areas of the Campus Subject to Regulation.” Outdoor areas on the campus are classified as follows and are subject to use only in accordance with this regulation:

1. Academic areas. Outdoor areas immediately adjacent to classrooms, libraries, laboratories, auditoria, ~~the Health Center~~, and research facilities, ~~are subject to this regulation.~~
2. Oglesby Union, Student Services Building, ~~and the Askew Student Life Center~~, and Health and Wellness Center areas: Outdoor areas immediately adjacent to these facilities ~~are subject to this regulation.~~, as well as Woodward Street Plaza and Landis Green.
3. Residential areas. Outdoor areas immediately adjacent to residence halls on the University campus, ~~are subject to this regulation.~~
4. Campus Recreation areas. Outdoor areas of campus under the purview of Campus Recreation ~~include including the Seminole Reservation, Intramural Fields, and Morecom Aquatic Center~~ Rec Sportsplex, and Westside Courts.
5. University Relations areas. Outdoor areas of campus under the purview of University Relations including Langford Green, areas immediately adjacent to the Westcott Building including Westcott Plaza, and Mina Jo Powell Green.
6. Athletics areas. Outdoor areas of campus under the purview of Athletics including Doak S. Campbell Stadium, Dick Howser Baseball Stadium, the Seminole Soccer Complex, the JoAnne Graf Softball Stadium, Speicher Tennis Complex, Mike Long Track, Basketball Facility, Morcom Aquatic Center, Sand Volleyball Courts, Sportsmanship Plaza (Gate G), University Center Gates Plaza (Gate K) and sports practice areas established for special uses. The Seminole Golf Course is under the purview of the Business Services Office.

7. College of Music. Outdoor areas of campus under the purview of the College of Music including the Owen Sellars Amphitheatre and the Marching Chiefs Practice Field.

8. Donald L. Tucker Center. Outdoor areas of campus immediately surrounding and under the purview of the Tucker Center.

9. Other areas of the campus established for special uses or purposes, to include Open Platform Areas provided in Regulation 6C2R-3.003, Langford Green, Landis Green, Westcott Plaza, Mina Jo Powell Green, the Owen Sellars Amphitheatre, Woodward Street Plaza, the Seminole Golf Course, Doak S. Campbell Stadium, Howser Baseball Stadium, the Soccer/Softball Complex, Band Practice Field, Speicher Tennis Complex, Mike Long Track, Basketball Facility, Sportsmanship Plaza (Gate G), University Center Gates Plaza (Gate K) and sports practice areas are established for special uses.

10. Other areas of the campus established for special uses or purposes not otherwise designated in this section. The scheduling or use of these areas facilities for meetings or events contemplated by this regulation shall be through the President's office, depending on entity assigned responsibility and control.

(h). "Camping". Camping is defined as use of a vehicle, tent, or other shelter, and/or bedding with the intent to stay overnight.

(4) Scheduling of Facilities and Outdoor Areas of the Campus ~~Subject to regulation~~

(a) The following facilities and outdoor areas of campus are subject to this regulation. Scheduling of facilities and outdoor areas of campus is subject to oversight and policies determined by the following University units:

1. Academic areas. Non-academic use of ~~such~~ these facilities and outdoor areas should be scheduled are requested through the Guest Services and Public Functions Office in the Oglesby Union subject to approval by the University Registrar or designee.

~~(b)~~2. Oglesby Union, Student Services Building and the Askew Student Life Center areas. The scheduling of events or meetings in these facilities and outdoor areas is through the Guest Services and Public Functions Office in the Oglesby Union.

~~(c)~~3. Residential areas. The scheduling of ~~M~~meetings or events in these facilities and outdoor areas is scheduled through the Director of University Housing Office or designee.

4. Campus Recreation areas. Facilities and outdoor areas are scheduled through the Director of Campus Recreation or designee.

5. University Relations areas. Facilities, including Miller Hall, Board Room UCC 5301, Beth Moor Lounge, and outdoor areas are scheduled through the Vice President of University Relations or designee.

6. Athletics areas. Facilities and outdoor areas are scheduled through the Director of Athletics or designee.

7. College of Music. Facilities and outdoor areas are scheduled through the Dean of the College of Music or designee.

8. Center for Global Engagement. Facilities are scheduled through the Director of Center for Global Engagement or designee.

9. Dunlap Student Success Center. Facilities are scheduled through the Director of Dunlap Student Success Center (Center for Civic Education and Service and Career Center) or designee.

10. Center for Professional Development. Facilities are scheduled through the Director of the Center for Professional Development or designee.

11. Donald L. Tucker Civic Center. Facilities and outdoor areas are scheduled through the Director of the Civic Center or designee.

12. Campus Dining and Business Services facilities are scheduled through the Director of Business Services or designee.

~~(d)~~ 13. Other areas of the campus established for special uses or purposes. The scheduling or use of these facilities for meetings or events contemplated by this regulation shall be through the Director of Campus Recreation, the Director of Athletics or the President's Office, depending on entity assigned responsibility and control.

(b) Requests for space by University and University Related Persons, Groups, and Organizations must be made per any policies set by the respective University units which oversee scheduling as outlined in this regulation. Said University unit policies must be consistent with this regulation.

(ac) Non-university requests for use of facilities or outdoor areas must be made per the policies set by the respective University unit which oversees scheduling as outlined in this regulation at least fourteen days in advance of the event. Requests for any continuing or permanent use of University facilities by a non-university user, for a certain time each week for a number of weeks, shall not be permitted under this regulation.

(b) (d) Meetings or activities scheduled in accordance with this regulation that contemplate the charging of admission or other fees shall be subject to policies as approved by the University President or designee.

(de) All instructional space of the University, including seminar rooms, classrooms, laboratories, other research facilities, teaching auditoria, and libraries, is considered academic space and is under the assignment and control of the University Registrar. Any use of such facilities under this regulation shall be on a space-available basis. Requests for said space shall be made through the Oglesby Union Guest Services Office.

(5) Facilities and Space Use other than Official Purposes established in (2) by Category of User.

(a) Priority for Use of University Facilities.

1. Priority for the use of University facilities shall be awarded in the following order:

a. University persons, groups, and organizations.

b. University Related persons, groups, and organizations.

c. Non-University persons, groups, and organizations.

2. When in the best interest of the University, such as the unforeseen need of facilities for major athletic events, priority of use may be reassigned with the approval of the President or designee.

(ab) Use of University Facilities by University Persons, Groups, and Organizations.

1. University persons, groups, and organizations may use University facilities for the purpose of hosting private events. A license agreement to secure use of facilities for private events may be issued by the Public Functions Office in Oglesby Union Guest Services. Events may be subject to the registration requirements of the respective University units outlined in (4), which include rental payment, certificate of liability insurance and other registration requirements when deemed necessary by the University for the protection of the facility and the group participants and in the best legal and financial interest of the University to the satisfaction of the Oglesby Union Guest Services. Such persons, groups, and organizations also may use University facilities for the purpose of sponsoring and hosting public events subject to the registration requirements of the Oglesby Union Guest Services Office and subject to the provisions of subsection (6), Scheduling of Facilities, which governs activities contemplating the charging of admission or other fees.

2. Within the provisions of this section, private events shall not be accorded priority over public events. Any priority will be determined at the time of the scheduling of the event.

3. No University person, organization, or group shall sponsor an event, public or private, for any non-University person, group, or organization for the

commercial or private benefit of said non-University person, group or organization that has not sought and received permission on its own to use University facilities in accordance with the provisions of subparagraph (8)(b)4. below.

When in the best interest of the University, such as the unforeseen need of facilities for major athletic events, priority of use may be reassigned with the approval of the President.

2. Exempt from the requirement for rental payment and insurance is any University related person, group or organization co-sponsoring an educational activity with the Center for Professional Development and Service.

(b) Use of University Facilities by University Related Persons, Groups, or Organizations.

1. University ~~related~~ Related persons, groups or organizations may use the following University facilities subject to the following conditions: on a space-available basis subject to payment of the established rental fee as provided in Schedule of Charges for Use of University Facilities Addendums, as those may be amended with approval of President or designee, , plus any additional out-of-pocket costs incurred by the University in scheduling and holding of the activity or event, and subject to the ability of the Department of Facilities Planning and Scheduling to schedule the equipment, services, and personnel necessary for the requested use, provided that such use does not interfere with regularly scheduled University events or activities: Ruby Diamond Auditorium; Moore Auditorium; Doak S. Campbell Stadium; Howser Baseball Stadium; Oglesby Union; Askew Student Life Center; Student Services Building, Fine Arts Theatre; Conradi Theatre; Tully Gymnasium; Opperman Music Hall and Owen Sellars Amphitheatre, Miller Hall, Board Room C-530; other substantial outdoor areas of the campus as approved by the University Space Committee; classrooms as approved by the University Registrar; University Tennis Courts; Seminole Reservation; Intramural Fields.

2a. All use of University facilities by University related persons, groups, or organizations shall be conditional upon the execution of a written agreement between the University and the individual, group, or organization desiring to use the facilities, ~~which~~. Said agreement shall provide for, but is not limited to the following, that such individual, group, or organization:

ai. Shall pay to the University the established rental fee as provided in (4)(d) ~~in Schedule of Charges for Use of University Facilities Addendums~~ by the respective University units as those may be amended with approval of President or designee, plus any additional out-of-pocket costs incurred by the University in the

scheduling and holding of the activity, including but not limited to security, parking, and physical services.

ðii. Shall supervise the event and accept full responsibility for any loss and/or damage to University facilities and/or equipment and shall hold the University harmless from any claims arising from any personal injuries in the use of the premises.

ëiii. Shall be responsible for reporting and paying all applicable Federal and State taxes.

ðiv. Shall assume all responsibility for the promotion and advertising of the meeting or event utilizing the University's Policy For Posting, Promotions, Advertising, Chalking, and the Distribution of Materials on FSU Campuses as adopted in Regulation 6C2R-2.0131, F.A.C. The University's name and/or symbols shall not be used in connection with the promotion or holding of any event without the express, written permission of the University.

v. Shall provide the equipment of any type required for the event unless otherwise agreed to between the University and the individual, group, or organization. The University's name and/or symbols shall not be used in connection with the promotion or holding of any event without the express, written permission of the University.

evi. Shall provide ~~the certificate(s)~~ evidence of ~~of liability~~ insurance required for the event as determined by the University Environmental Health and Safety department.

(d) Use of University facilities by Non-University Persons, Groups, and Organizations.

ð1. Use of University Facilities by Non-University Persons, Groups, and Organizations. Generally speaking, groups in this category will not enjoy the use of campus facilities. However, it is possible that special conditions might permit the use of University facilities by some organizations in this group, such as educational programs that may be attended by members of corporate organizations.

2. Non-University persons, groups or organizations may use University facilities subject to the conditions outlined in (5)(c.) :

3. Use of University facilities by University persons, groups, and organizations and by the Center for Professional Development and Service shall have priority over use of University facilities.

a. ~~The use of University facilities by University related persons, groups, or organizations will be given priority if space is not committed for University use at the time a request for the use of the facilities is submitted by the University related group except as provided in subparagraph (5)(a)1. of this regulation where priority must be reassigned. The exercise of this action will not be unreasonably applied.~~

b. Use of University Facilities by Non-University Persons, Groups, and Organizations. It is possible that special conditions might permit the use of University facilities by some organizations in this group, such as educational programs that may be attended by members of corporate organizations; however, generally speaking, groups in this category will not enjoy the use of campus facilities.

c. ~~Use of University Facilities for Continuing Education Programs. The Center for Professional Development and Service has the responsibility for the scheduling of meetings, conferences, or other events sponsored and conducted by the Center for Professional Development and Service in accordance with its procedures; the University Registrar has ultimate responsibility for the scheduling of appropriate academic facilities.~~

#### ~~(6) Scheduling of Facilities.~~

(a) Non-university requests should be made at least ten days in advance of the event. Scheduling of facilities for events to be held less than ten days following the request will require the submission of a written request. The requesting of any continuing or permanent use of University facilities by a non-university user, for a certain time each week for a number of weeks, shall not be permitted under this regulation

(b) Meetings or activities scheduled in accordance with this regulation that contemplate the charging of admission or other fees shall be scheduled only in the following facilities: Ruby Diamond Auditorium; Moore Auditorium; Doak S. Campbell Stadium; Howser Baseball Stadium; Oglesby Union; Askew Student Life Center; Fine Arts Theatre; Conradi Theatre; Starry Conference Room; Tully Gymnasium; Opperman Music Auditorium, Owen Sellars Amphitheatre; Intramural Fields; Golf Course; Swimming Pool; Seminole Reservation, Miller Hall, Board Room C-530; other areas of the campus as approved by the University Campus Development and Space Committee when determined that the proposed use is in the best interest of the University and that it will not unnecessarily interfere with the educational, research and service goals of the University.

(c) Such activities may provide an opportunity for persons to contribute voluntarily as they enter or leave the facility where there is an admission charge collected.

(d) All instructional space of the University, including seminar rooms, classrooms, laboratories, other research facilities, teaching auditoria, and libraries, is under the



assignment and control of the University Registrar. Any use of such facilities under this regulation shall be on a space-available basis through the Oglesby Union Guest Services Office, which Office shall be responsible for obtaining permission for such use from the University Registrar.

(76) General Conditions Applicable to All Uses of University Areas and Campus Facilities.

(a) All uses of the University areas and facilities in accordance with this regulation are subject to the laws of the State of Florida and the rules, regulations, and policies of the Board of Trustees and the Florida State University and other applicable laws and rules.

(b) The University reserves the right to reasonably determine the time, place, and manner of all events held in University areas and facilities subject to this regulation.

~~(b) Events of a political nature shall be limited to meetings sponsored by University persons, groups, or organizations.~~

(c) The use of public address systems or other electrical amplification equipment in outdoor areas of the campus is subject to approval by the Director of the Oglesby Union or designee. Approval will be granted when it is necessary that such equipment be utilized in the meeting or event and when the use of such equipment does not interfere with the academic processes or activities of the University or with other previously scheduled events or campus activities. All such use of public address systems or other amplification equipment is subject to the other provisions of this regulation and shall maintain a reasonable sound level which meets the communication needs of the event without excessive noise penetration to adjacent areas.

~~(d) Public address systems and other electrical amplification equipment may be utilized daily in the Oglesby Union Courtyard if it is maintained at a reasonable level which is defined as meeting the communication needs of the event without excessive penetration to the adjacent areas.~~

(e) All users of University areas and facilities shall take adequate precautions to avoid endangering the safety of persons in the area of the facilities used.

~~(f) The Florida State University does not allow the use of its facilities by groups or organizations that have racially restricting clauses in their constitutions and/or charters or that are known to practice racial discrimination in employment or in attendance at organization events whose practices are in conflict with the University's Non-Discrimination Policy.~~

(g) Cooperative arrangements with State Agencies for the use of University Facilities shall be permitted under this regulation.

(g) All persons, groups, and organizations must adhere to the University's policy on the use of alcoholic beverages at events, Regulation 6C2R-6.012, F.A.C., and the Posting Regulation 6C2R-2.0131, F.A.C.

(h) persons, groups, and organizations using a University Auditorium facility or outdoor area shall clearly state the identity of the sponsoring group in its request, signage at the event, and in news releases, placards, tickets, etc.

(i) ~~5-~~ Use of University Facilities by Private Individuals and Commercial Organizations. University space shall not be provided for private individuals or commercial organizations except when specifically determined by the University that such use is in the best interest of the University and not in conflict with other University uses.

(j) ~~6-~~ Use of University Facilities for Political Campaign Events It is recognized that the University, as a state educational institution, has an obligation to assist political organizations to inform the faculty and student body of the issues in primary and general elections. Therefore, all political campaign events shall be limited to meetings or events sponsored by recognized organizations of the University and consistent with applicable laws, regulations and rules.

(k) Issues regarding Open Platform Areas and freedom of expression rights and responsibilities are referenced in 6C2R-3.003.

(8) ~~Activities Requiring the Use of University Auditoria and Conference Facilities:~~

(a) ~~Programs for FSU Students. For conferences or other special meetings involving Florida State University students only, approval will be secured from the Oglesby Union Guest Services Office and arrangements for meeting space will be made.~~

(b) ~~Programs for Faculty, Staff and Outside Groups, including Non-Local Students:~~

1. ~~Categorization of Programs. For purposes of internal administration, all activities involving outside groups are categorized either as "University-related" or "Non-University".~~

a. ~~An on-campus activity involving outside participants is considered University related when:~~

i. ~~It is an organized educational program the planning of which has been a responsibility of the University, and~~

ii. ~~Faculty members of the University are involved in conducting the program, i.e., conference, short course, institute, seminar, etc.~~

b. ~~An activity involving outside participants is considered to be Non-University related when:~~

~~i. The University faculty and professional staff play no direct role in planning and/or executing the program or activity, and~~

~~ii. The University's role is limited to that of providing such meeting space and logistical services as are needed for the activity and considered by the Center for Professional Development and Service to be appropriate for the University to provide.~~

~~2. Policies and Procedures Applicable to Both University Related and Non-University Activities. To insure optimal use of the University's resources, and also assure an appropriate reception and treatment of visiting groups to the campus, the following procedures will be observed by all concerned.~~

~~a. For conferences or special meetings involving outside participants, including non-local students, and requiring the use of University classrooms, auditoria, dining halls and/or other facilities and services, the Center for Professional Development and Service must be contacted to register the event.~~

~~b. The Center for Professional Development and Service will approve the event if it finds that:~~

~~i. The group itself and the purpose for which it seeks to utilize University resources are compatible with the University's role and function.~~

~~ii. Adequate meeting space, facilities, and services are available to satisfy the requirements of the group.~~

~~c. When the event is approved, the Center for Professional Development and Service will make the necessary arrangements for accommodating the needs of the visiting group. In doing this, the Center will work through those offices designated by the University to schedule meeting space, provide special equipment, facilities, or services.~~

~~3. Policies and Procedures Applicable Only to University Related Activities. The Center for Professional Development and Service will establish a budget for each conference or project involving such groups, and arrange with the Oglesby Union, Housing, Food Services, and other designated offices for requisite meeting space, lodging, meals, etc. A program coordinator will be appointed by the Center to be responsible for general program administration and implementation. The coordinator shall assist the faculty chairman in program development and keep the Center and the respective College Dean and faculty members fully informed at all phases of the program planning and execution. Appropriate members of the University faculty and staff will participate in the planning and programming and, where feasible, in the actual instruction. All net receipts of the program or activity~~

accrue directly to the University and all budgeted costs of the program will be paid by the Center for Professional Development and Service. Following each program or project, the coordinator shall make a written report to the faculty members and dean concerned and to the Center.

4. ~~Policies and Procedures Applicable Only to Non University Activities.~~ There are many worthwhile public relations and other benefits to be derived by the University from its cooperation with outside groups, organized clubs, associations, and organizations in the matter of making University campus facilities available for their use. However, the following conditions will necessarily govern the use of University campus facilities for Non University activities sponsored by such groups.

a. ~~University related activities shall have priority over Non University activities in the use of University auditoria and other facilities.~~

b. ~~Other things being equal, preference for the use of University facilities by Non University activities shall be given to requests from governmental and educational groups.~~

c. ~~Unless provided through a specific agreement finding that the proposed use is in the best interest of the University and that it will not unnecessarily interfere with the educational, research and service goals of the University, campus facilities except Ruby Diamond, Moore Auditoria and Doak S. Campbell Stadium, may not be used by Non University groups for meetings or programs for which they charge admission or use other means to produce revenue. When these facilities are used by Non University groups charging admission, the proceeds shall be under the supervision of the University Controller, but the groups shall have full responsibility for reporting and paying all applicable Federal and State taxes.~~

d. A Non University group using a University Auditorium shall clearly state the identity of the sponsoring group in its request and in news releases, placards, tickets, etc.

e. The group must adhere to the University's policy on the use of alcoholic beverages at events, Regulation 6C2R-6.012, F.A.C., and the Posting Regulation 6C2R 2.0131, F.A.C.

f. ~~In considering requests for approval of the use of University facilities for Non University activities, the Center for Professional Development and Service will determine, as a basis for such approval, that:~~

i. ~~The group concerned will reimburse the University for all costs involved.~~

ii. ~~The group concerned will be supervised by the sponsoring organization and will accept full responsibility for any losses and/or damages to the University facilities and/or equipment.~~

iii. ~~The group agrees to provide the Center for Professional Development and Service with copies of any subsequent reports of the meeting or activity that it disseminates.~~

iv. ~~University related activities will not be deprived of meeting space by approval of the proposed Non-University activity.~~

5. Use of University Facilities by Private Individuals and Commercial Organizations. University space shall not be provided for private individuals or commercial organizations except when specifically determined by the University that such use is in the best interest of the University and not in conflict with other University uses.

6. Use of University Facilities for Political Speeches. It is recognized that the University, as a state educational institution, has an obligation to assist political organizations to inform the faculty and student body of the issues in primary and general elections. Therefore, all political speech making shall be limited to meetings sponsored by recognized organizations of the University and consistent with applicable laws, regulations and rules.

(97). Use of Campus Lands; Camping.

(a) Tents or other temporary structures are prohibited on lands of the Florida State University campus except when used in connection with activities of academic or administrative units of the University.

(b) Tents or other temporary structures may be erected on University property by academic or administrative units only for activities directly related to the mission of the unit and only after first obtaining written approval of the ~~Senior~~ Vice President for Finance and Administration or designee, who shall consider time period, space, traffic, and other safety and aesthetic factors.

(c) Student Government and recognized student organizations may secure approval for use of tents or temporary structures for activities described above by request to the ~~Senior~~ Vice President for Finance and Administration or designee, who shall consider time period, space, traffic, and other safety and aesthetic factors.

(d) Camping is prohibited on lands of the Florida State University campus except when such camping is in connection with an official activity of the University, such as an activity of an academic or administrative unit. Prior written approval for such camping must be granted by the ~~Senior~~ Vice President for Finance and Administration or designee taking into consideration time period, space, traffic, and other safety and aesthetic factors

along with the health, safety and welfare of the participants, the University community, and guests of the University. However, the Florida State University Chief of Police may authorize the use of vehicles, mobile homes, camping trailers, gazebos, tarps and similar structures in pre-designated areas in conjunction with or furtherance of an official one-day university event.

Specific Authority Board of Governors Regulations 1.001 (3) (j) and (7) (g). History–New 9-30-75, Formerly 6C2-2.07, Amended 5-11-04, 9-24-10, 1-13-2012, \_\_\_\_\_