

6C2R-2.007 Use of Campus Facilities.

(1) Introduction. The Florida State University is a public institution. Consequently, there exist a need to specify 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 using this regulation ~~rule~~ through the use of campus committees, 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 ~~rule~~.

(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, administrative, and employees); registered University student organizations; all Student Government Association (SGA) entities; honor societies, fraternities and sororities and religious organizations; 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 ~~rule~~.

(f) "Continuing Education Programs." Continuing Education programs are those conferences, meetings, camps 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 people outside the University community.

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

1. Academic areas. Outdoor areas adjacent to classrooms, libraries, laboratories, auditoria, the Health Center, and research facilities are subject to this regulation rule.

2. Oglesby Union, Student Services Building and the Askew Student Life Center Building areas. Outdoor areas adjacent to these facilities are subject to this regulation rule.

3. Residential areas. Outdoor areas adjacent to residence halls on the University campus are subject to this regulation rule.

4. Campus Recreation. Outdoor areas of campus under the purview of Campus Recreation include the Seminole Reservation, Intramural Fields, and Morcom Stults Aquatic Center.

5. Other areas of the campus established for special uses or purposes ~~to~~ include Langford Green, Landis Green, Westcott Plaza, Mina Jo Powell Green, the outdoor amphitheater at Opperman Auditorium, 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.

(4) Scheduling Outdoor Areas of the Campus Subject to Rule.

(a) Academic areas. Non-academic use of such areas is should be scheduled through the Guest Services and Public Functions Office in the Oglesby Union

(b) Union and the Askew Student Life Center Building areas. The scheduling of events or meetings in these areas should be through the Guest Services and Public Functions Union Office in the Oglesby Union.

(c) Residential areas. Meetings or events in these areas is should be scheduled through the University Housing Office.

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

(5) Provisions for Space Use by Category of User.

(a) 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 subject to the registration requirements which include rental payment, certificate of liability insurance and other 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 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. 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. No University person, organization, or group shall sponsor an event, public or private, for any 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 persons, groups or organizations may use the following University facilities on a space-available basis subject to payment of the established rental fee at market rates as determined by the authority or unit controlling the facility and approved by the President or designee. ~~as provided in Schedule of Charges for Use of University Facilities Addendums 1 through 4, 3-1-2004, which are hereby adopted by reference,~~ 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 Building; Student Services Building, Fine Arts Theatre; Conradi Theatre; Tully Gymnasium; Opperman Music Auditorium and Outdoor Amphitheatre; 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.

2. 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 agreement shall provide that such individual, group, or organization:

a. Shall pay to the University the established fees and charges in (5)(b)1. ~~rental fee as provided in Schedule of Charges for Use of University Facilities Addendums 1 through 4, 3-1-2004 which are hereby adopted by reference plus any additional out of pocket costs incurred by the University in the scheduling and holding of the activity, including security, parking, and physical services.~~

b. 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.

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

d. 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 Rule 6C2R-2.0131, F.A.C. 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.

e. Shall provide the certificate of liability insurance required for the event.

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 rule 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 rule.

(b) Meetings or activities scheduled in accordance with this regulation rule 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 Building; Fine Arts Theatre; Conradi Theatre; Starry Conference Room; Tully Gymnasium; Opperman Music Auditorium and/or Outdoor Amphitheatre; Intramural Fields; Golf Course; Swimming Pool; Seminole Reservation; 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 ~~rule~~ 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.

(7) General Conditions Applicable to All Uses of Campus Facilities.

(a) All uses of the University facilities in accordance with this regulation ~~rule~~ 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, regulations and rules.

(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. 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 ~~rule~~ 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 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

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

(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 Rule 6C2R-6.012, F.A.C.~~, and the Posting ~~Regulation Rule 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.

Specific Authority BOG Resolution January 7, 2003; Reg. Procedure July 21, 2005. Law Implemented 1001.74(6) FS. History–New 9-30-75, Formerly 6C2-2.07, Amended 5-11-04,_____