



COLLEGE of
CENTRAL
FLORIDA

COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: Campus Environment	
Page 1 of 2	Implementing Procedure For Policy # 3.20 and 3.22
Effective Date: 1/24/2018 Revised: 5/6/2024, 9/10/2024	Division: Administration and Finance

The campus environment will be conducive to learning. The college establishes this procedure in order to foster the learning environment, protect life and property, and promote the safety and security of campus buildings, property, and occupants.

Students and employees are prohibited from participating in activities that disrupt or interfere with the campus environment or the administration or operation of normal College functions or activities, such as classroom or lab instruction, student support services, athletic contests, fine arts events, and public lectures, performances, events or grounds or facilities maintenance. Activities or individuals may not block or interfere with sidewalks, fire lanes, building entrances, parking lots, or campus roads.

Student and employee violations of this procedure may result in disciplinary action pursuant to the Code of Student Conduct or Employee Handbook.

Noise Disturbances

Due to the likelihood of disruption to the learning environment, the use of a megaphone or other sound amplification system or device is not allowed on any college campus or property, unless approved by Vice President for Administration and Finance or designee, or the Vice President for Enrollment Management and Student Affairs or designee.

Use of Campus Lands; Camping

Tents or other temporary structures are prohibited on any college campus or property except when used in connection with activities of academic or administrative units of the college, or as otherwise approved pursuant to the governing college procedure.

Tents or other temporary structures may be erected on college 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 Vice President for Administration and Finance or designee, or the Vice President for Enrollment Management and Student Affairs or designee, who shall consider time period, space, traffic, and other safety and aesthetic factors.

Student Activities Board and recognized student organizations may secure approval for use of tents or temporary structures for activities described above by request to the Vice President for Administration and Finance or designee, or the Vice President for

Enrollment Management and Student Affairs or designee, who shall consider time period, space, traffic, and other safety and aesthetic factors.

Camping is prohibited on any campus property of the college, except when such camping is in connection with an official activity of the college, such as an activity of an academic or administrative unit. Prior written approval for such camping must be granted by the Vice President for Administration and Finance 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 college community, and guests of the college. For purposes of this procedure, “camping” means the use of any part of the campus for living accommodation purposes such as overnight sleeping activities, making preparations for overnight sleeping (including the laying down of bedding for the purpose of sleeping), storing personal belongings, making a fire, using any tents or other structures for sleeping, digging or earth breaking, and/or carrying on cooking activities.

The Vice President for Administration and Finance and the Director of Public Safety 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 college event or during an emergency.

Normal Hours of Operation

Between 11 p.m. and 7 a.m., and other specified times when the College is officially closed, anyone found on College property without authorization will be considered a trespasser and may be reported to local law enforcement authorities. Loitering and soliciting on college property are strictly prohibited. Anyone found loitering or soliciting who refuses to leave campus, will be reported to local law enforcement authorities.

Debris/Litter

Individuals or groups who occupy college facilities or outdoor areas of campus are responsible for removing all equipment and debris following use of the space. Individuals or groups may be held financially responsible for the college’s cost for removal of any debris or equipment or any other damage to college property.

Vice President, Administration & Finance

Date

Approved by President

Date