



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

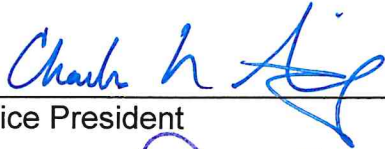
<b>Title: Events Procedure</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure for Policy # N/A</b>
<b>Date Approved:</b>	<b>Division: General</b>

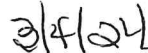
1. Overview: The College of Central Florida is committed to developing a campus environment that upholds objectivity in teaching, learning, and professional development, and that welcomes all voices within the parameters of state and federal laws. This procedure establishes an events process for all events planned by a CF employee, student, student-led organization, or department, for events that occur at any College of Central Florida site, and any activities in which college employees or students participate while representing the college or using college resources.
2. This procedure complies with Florida Statutes 760.10 (8)(a) and 1000.05 (4)(a) and (4)(b), which set forth principles of individual freedom and requirements to ensure those freedoms are maintained in workplaces and the public K-20 educational system. This procedure also complies with Florida Statute 1004.06 and the State Board of Education’s Rule 6A-14.0718 in the Florida Administrative Code, which prohibits an FCS institution or FCS institution direct-support organization from expending any state or federal funds that (1) violate the Florida Educational Equity Act (Florida Statute 1000.05); (2) advocate for diversity, equity, and inclusion, or (3) promote or engage in political or social activism. See Rule 6A-14.0718, Fla. Admin. Code for definitions relating to prohibited expenditures. The college’s president and vice presidents are the designated officials responsible for compliance, oversight, and adherence with the prohibited expenditure provisions of Rule 6A-14.0718.
  - 2.1 “State funds do not include student fees to support student-led organizations notwithstanding any speech or expressive activity by such organizations which would otherwise violate this section, provided that the student fees must be allocated to student-led organizations pursuant to written policies or regulations of each institution, as applicable” (Rule 6A-14.0718, Fla. Admin. Code).
  - 2.2 A “Student-led Organization’ is an organization recognized by the institution as an active and registered student organization that is comprised of student members with a faculty or staff advisor including, but not limited to, organizations that receive activity and service fees pursuant to s. 1009.23, F.S” (Rule 6A-14.0718, Fla. Admin. Code).
  - 2.3 “Student-led organizations may use institution facilities notwithstanding any speech or expressive activity by such organizations that would otherwise violate” 6A-14.078, “provided that such use must be granted to student-led organizations pursuant to written policies or regulations of each institution, as applicable” (Rule 6A-14.0718, Fla. Admin. Code).
3. This procedure applies to any College of Central Florida employee, student, student-led organization, or department planning any activities and employees participating in any events while representing the college or using college resources or funds, and outside individuals or groups requesting to use CF resources or locations/spaces gratis for events,

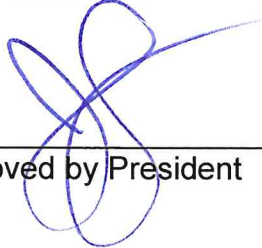
including, but not limited to, speakers, performances, club events, exhibitions, social events, information sessions, activities, etc., to ensure that events do not violate Florida Statutes 760.10 (8)(a), 1000.05 (4)(a) and (4)(b), and 1004.06 , and Rule 6A-14.0718, Fla. Admin. Code.

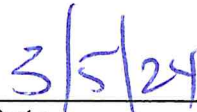
4. For events planned by any CF employee, student, student-led organization, or department, this procedure, in conjunction with the Events Planning Checklist on the intranet, provides the process to ensure that the activities are properly planned and follow the law, including allowing four to six weeks to appropriately plan an internal event and at least eight weeks if the event will be open to the public; and seeking approval with their supervisor(s) and vice president(s) before any college resources are used or funds are expended.
  - 4.1 Materials provided or used during this event should use this statement:  
DISCLAIMER: The topics and the concepts presented at this event are for discussion purposes only. This event is not intended to espouse, promote, advance, inculcate, or compel individuals to believe the topics or concepts presented therein. Nor does it constitute an endorsement of such topics or concepts by the College of Central Florida, its Board of Trustees, or any of its officers, employees, or agents.
  - 4.2 Materials to market the event should use this statement:  
DISCLAIMER: Topics and concepts presented at this event are for discussion purposes only and are not intended to espouse, promote, advance, inculcate, or compel individuals to believe the topics or concepts presented therein. Nor do they constitute endorsement of such topics or concepts by the College of Central Florida, its Board of Trustees, or any of its officers, employees, or agents.
5. For events held at another location in which a CF faculty and/or staff member would like to participate as a representative of the college or use college resources to attend, the process includes reviewing all information available at the time of registration regarding the event to determine that the event, sessions, topic(s), and related activities do not run afoul of the law, based on available information, or agreeing to not attend any event, session or activity that runs afoul of the law based on its description; seeking approval with their supervisor(s) and vice president(s) before any college resources are used or funds are expended; and following the process on the Travel page on the intranet and completing the relevant travel forms.
6. For outside individuals or groups requesting to use CF resources or locations/facilities/ classrooms gratis for events, the process requires information from the outside individuals or groups, including the description of the event and activities, the goals and objectives of the event, name and brief biography of any presenters, description of the topic(s) included, proposed date, time, location, and what CF resources/facilities the event is asking to use, before final approval is granted, to determine that the event, topic(s), and related activities do not run afoul of the law; CF staff to seek approval with their supervisor(s) and vice president(s) before agreeing to the use of any college resources or facilities; and connecting the outside individual(s) or group(s) to CF Conference Services for events in conference spaces or to the appropriate department that schedules the space requested.

6.1 Include this DISCLAIMER in facility use/event contracts, on any CF calendar or sharing of information including the event, and at the entrance to the event: User shall not violate any Federal, State, or local law, or rules of the College or its Board of Trustees. Use of College facilities/event space is not an endorsement by the College of Central Florida, its Board of Trustees, or any of its officers, employees, or agents of the User or any products, services, topics or concepts presented therein.

  
\_\_\_\_\_  
Vice President

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Approved by President

  
\_\_\_\_\_  
Date

# Event Planning Checklist in Conjunction with Events Procedure (Section 4)

*Begin process at least 4-6 weeks prior to the event, 8 weeks if event will be open to the public.*

In planning and conducting an event, use this checklist as a guide to ensure that events are properly planned and follow Fla. Statutes 760.10 (8)(a), 1000.05 (4)(a), 1004.06, and Rule 6A-14.0718, Fla. Admin. Code. The college's president and vice presidents are the designated officials responsible for compliance, oversight, and adherence with the prohibited expenditure provisions of Rule 6A-14.0718.

- Develop initial event plan that includes:
  - description of the event and activities
  - goals and objectives of the event
  - name and brief biography of any presenters/speakers
  - description of the topic
  - proposed date, time, and location
  - costs and source of funds
  - target audience and expected attendance
  - benefit to the college
- Confirm that the event, topic, and related activities do not run afoul of state or federal law
- Seek approval with supervisor and vice president before expending any college resources or funds
- Identify event planning team, if needed
- Confirm that the proposed location, date, and time are available
  - Consult the CF Planning calendar at [inside.cf.edu](http://inside.cf.edu) to confirm that date is not in conflict with previously scheduled college events
  - Reserve the location/venue through Conference Services or the appropriate campus/building representative or department
- Consult with Student Life for any student organization events
  - Complete appropriate Student Life form(s)
- Consult with Purchasing and Risk Management
  - Complete Agreement to Provide Professional Services form for outside speakers or vendors, if applicable
- Consult with Conference Services and select an approved food provider, if needed
- Consult with food provider to
  - Ensure inclusion of food items that avoid major allergens and include types of food such as gluten-free, vegan, vegetarian, etc.
  - Ensure foods are labeled with allergens or ingredients the day of the event
- Consult with the CF Foundation for any fundraising events
- Determine if RSVPs/tickets are needed
- Contact Marketing and Public Relations through the form at [www.CF.edu/MPRservices](http://www.CF.edu/MPRservices) for guidance on marketing support for the event (calendar posting, news release, flyer, postcard, advertising, social media posts) at least two weeks in advance of the scheduled event or eight weeks in advance for events open to the public
  - Ensure marketing materials are accessible
  - Use the approved disclaimer on all materials marketing the event

- Create a detailed plan and schedule for the event/speaker/activity
  - Include options, when feasible, for other locations and online to participate or view a recording
    - Ensure automatic captions and/or sign language interpreters are available for live-streamed events
    - Include screensharing of the presentation and participation/question options for participants in other locations or online
    - Include microphones for speakers/presenters and audience
    - Ensure posted recordings include corrected captions and video description
  - Include accessibility in presentations, including font size, color contrast, space at the bottom of the screen for camera view and captions, and avoid using color alone to convey meaning
- Consult with Disability Services to ensure accessibility needs are met in any materials and for the day of the event
- Identify any internal volunteers needed for the day of the event
  - Provide name tags that identify who can provide help on the day of the event
- Consult with Plant Operations/Facilities through the form at <https://inside.cf.edu/trackit.html> regarding space setup, additional chairs/tables needed, and teardown after the event
  - Include aisle and seating access and ramp access, for elevated flooring, for those with physical disabilities
- Consult with Information Technology for technology needs
- Consult with Public Safety for events open to the community, regarding parking, signage, security, exit safety protocols, etc.
- Provide the speaker/performer and food provider, if applicable, a CF map, directions and a temporary CF parking permit
- Include the appropriate disclaimer on materials presented, shared or distributed during the event
- On the day of the event:
  - Conduct a run-through and audio/visual check with the speaker/presenter and Information Technology
  - Provide water and/or snacks for the speaker/presenter
  - Announce location of restrooms at the beginning of the event
  - Reinforce the need to use microphones for all speaking, including from members of the audience

Note: This process may be completed once for multi-date events if enough information is available to determine that each event will not run afoul of the law.

Consult with your supervisor regarding the planning of events and any questions about using this checklist or implementing the Events Procedure.