



COLLEGE of CENTRAL FLORIDA

ADMINISTRATIVE PROCEDURE

Title: Rental of College Facilities	
Page 1 of 8	Implementing Procedure For Policy # 8.04
Date Approved/Revised: 5/07/02, 10/31/05	Division: Administration and Finance

PURPOSE: To establish procedures for the scheduling and use of College facilities and/or equipment by College and non-College personnel, departments, groups, agencies or organizations.

GENERAL CONDITIONS

1. The District Board of Trustees establishes fees for facility usage and authorizes the President or his designee to waive or reduce fees as appropriate. In the event a fee waiver or modification is granted, a statement of justification will be filed with the approved application.
2. College buildings and facilities are for the official and regular conduct of College business.
3. When not used for official business, the facilities may be available for functions originating within the College and for use by College-related organizations (clubs or sponsored organizations) established or recognized under the rules of the College.
4. College activities are "no fee," but requestor(s) must complete an application using the standard form and process.
5. College activities requiring additional staff support must have prior authorization for reassignment or overtime.
6. In the event facilities are available for uses other than as described above, facilities may be assigned as appropriate in accordance with this policy.
7. Any entity requesting the use of College facilities for fundraising purposes must be a not-for-profit 501(c)3 or 501(c)4 organization. The organization must provide documentation of their current 501(c)3 or 501(c)4 status. All requests for the use of College facilities for fundraising purposes must be approved by the President.

DEFINITIONS

1. Agency - A commercial or government bureau furnishing some form of service for the public.
2. Classroom - An instructional space having no special design or equipment and normally utilized for academic programs. (Some classrooms have built-in audio-visual or multimedia capability.)
3. College Sponsored Event/Activity - An event/activity organized and conducted by the College of Central Florida with the support of other individuals, groups, agencies and/or organizations to varying degrees.
4. College Co-Sponsored Event/Activity - An event/activity organized and conducted by an individual, group, agency and/or organization with the College of Central Florida support such as:

- (a) A non-student event/activity in which a faculty or staff member is active and that has been approved by the President or appropriate vice president as job related to a specific course curriculum.
 - (b) A co-sponsorship of an event/activity between the College and another agency, group or organization in which there is a benefit to the College and the co-sponsorship is approved by the President or appropriate vice president.
 - (c) Open recreational time for faculty/staff, students and/or the general public when approved by the President or appropriate vice president and directly supervised by a faculty/staff member.
- 5. TBD -To be determined.
 - 6. Event – generally, a minimum rental period of four (4) hours. Additional charges may apply beyond that time period but not to exceed the cost of a full day's rental.
 - 7. Normal working hours – the normal operating hours the specific facility's administrative offices remain open. When events are scheduled at other times, additional charges and overtime rates may apply.

LIMITATIONS

- 1. College facilities shall not be used for purposes that impair or interfere with the orderly processes and functions of the College.
- 2. Facilities may not be used for purposes which pose an unreasonable and immediate threat to the safety of College students, personnel or College property or which are otherwise contrary to law.
- 3. Facilities shall not be used for any purpose other than that for which they were designed, nor will any use be permitted which will likely cause bodily injury or property damage or both.

FEES

- 1. The District Board of Trustees approves a schedule to guide in the assessment of fees and other costs to be assessed for the use of facilities.
- 2. The schedule, as amended from time to time, is incorporated by reference in this procedure.
- 3. Different fees are assessed for College-related organizations, non-profit organizations and profit organizations.
- 4. Any fees not listed in this rental policy may be determined by the appropriate vice president responsible for the facility in question in coordination with the Chief Finance Officer.
- 5. The fees established by this policy may be adjusted as approved by the President or designee.
- 6. All fees are due ten (10) working days prior to the event. Any adjustment in payment due date must be approved by the appropriate vice president prior to the fee deadline.
- 7. A deposit of at least twenty-five percent (25%) of the estimated rent must be submitted to the College with the executed license agreement.
- 8. Where required, a damage deposit equal to twenty-five percent (25%) of the total rental fee will be collected in addition to the twenty-five percent (25%) rental deposit. The damage deposit will be refunded within ten (10) working days after the event provided there is no damage to the facilities or its equipment. Refunds are requested via a CF *Request for Refund of Damage Deposit* form.
- 9. Any licensee wishing to cancel an approved license agreement must notify the College ten or more days prior to the event in order to receive a full refund of the rental deposit and, if applicable, the damage deposit. The College has the right to retain any and all deposits in the event of non-compliance.

SCHEDULING — GENERAL INFORMATION

1. Requests shall be acted upon in the order in which each request is received by the appropriate College office.
2. Requests are generally accepted from non-College groups no more than three months before the event. (Specific facilities may extend the scheduling calendar.)
3. Requests for the repeated use of a facility more than two times in any three-month period by a non-College group are generally not approved.
4. Notwithstanding the foregoing limitations, groups can request that the vice president responsible for that facility make exceptions to the limitations. To be eligible for an exception, an applicant must demonstrate that use of the requested facility does not interfere with its use by other groups. The vice president responsible for the facility shall review exceptions every three months.

SCHEDULING — PRIORITIES

1. Priority I – Educational
 - (a) CF-sponsored educational events specifically geared toward CF students, faculty and staff. Examples: lectures, counseling, political forums, graduations and honors inductions, workshops, meetings
 - (b) CF performing arts events involving student performing groups. Examples: choirs, dramas, music ensembles, recitals
 - (c) CF-sponsored performing arts events using non-student performing groups. Examples: professional touring series, fund-raising activities sponsored for the benefit of the College
 - (d) Non-CF educational activities sponsored by other community educational institutions, both public and private. Examples: public or private educational institutions, K–12 schools, colleges and universities with which the College of Central Florida has formal articulation or contractual agreements.
2. Priority II — Government Institutions and Organizations
3. Priority III — Community Organizations
 - (a) Community Non-Profit Groups (must provide 501(c)3 or 501(c)4) documentation. Examples: choirs, theater groups, art guilds, churches, and charities.
4. Priority IV — Private For-Profit Organizations and Groups. Examples: business meetings, recruitment activities, sales

***NOTE:** Any entity requesting the use of College facilities for fundraising purposes must be a not-for-profit 501(c)3 or 501(c)4 organization. The organization must provide documentation of their current 501(c)3 or 501(c)4 status. All requests for the use of College facilities for fundraising purposes must be approved by the President.

SCHEDULING PROCEDURES

1. Requests for facilities must be submitted via a CF *Application for License to Use Space and Facilities* and must be complete to be considered. Tentative scheduling or booking does not reflect a commitment until all paperwork is completed. NOTE: All schedules for all events must be coordinated through the Office of the Vice President for Instructional Affairs as soon as verbal requests are made for tentative booking on the master facility use schedule.
2. After an event is tentatively booked, the College office responsible for the facility will forward the application form and other information to the individual/group requesting the booking. Scheduling will be confirmed with copies of approved applications. When the event is confirmed, the booking office must notify the Office of the Vice President for Instructional Affairs for posting to the master facility use schedule.

3. To be completed, requests must contain all required information and all required signatures. In addition, non-College sponsored individuals, groups, agencies or organizations must provide:
 - (a) Certificate of liability insurance naming the College as an additional insured in the amount of \$1,000,000, or, if licensee does not carry liability insurance, a Florida Community College Risk Management Consortium Facilities Use/Special Events Liability Coverage Program Reporting Form
 - (b) Proof of State of Florida approved non-profit status (If applicable).
 - (c) A check or money order made out to College of Central Florida in the amount required on the application form and including insurance premiums established by the Florida Community College Risk Management Consortium.
4. Immediately upon approval, copies of the completed request form shall be distributed to all affected College departments (Maintenance, Security, Purchasing, Information Center, and Office for Instructional Affairs for scheduling). Originals are to be retained by the scheduling authority.

SCHEDULING CONSIDERATIONS

1. Employees responsible for scheduling a facility shall ensure that scheduled events/activities do not interfere with, or disrupt, normal classroom activities and shall take into consideration the following:
 - (a) Noise levels generated
 - (b) Pedestrian and/or vehicle traffic conflicts
 - (c) Parking availability
 - (d) Set-up/tear-down time and requirements

OPERATING PROCEDURES

1. Procedures and rules for rental and use of specific facilities are attached to the application forms for those facilities. CF reserves the right to cancel if rental procedures are not followed.
2. Individuals or groups renting College facilities or property shall maintain and operate the facilities in accordance with reasonable standards.
 - (a) All fire and safety regulations shall be strictly enforced.
 - (b) Maximum room capacities shall not be exceeded.
 - (c) College parking rules and regulations shall be observed.
3. Smoking is prohibited in all buildings in accordance with the Florida Clean Air Act.
4. Eating or drinking in any classroom, laboratory, auditorium, auditorium gallery, theater, or the Webber Center exhibit hall is prohibited except by prior arrangement and with the permission of the vice president responsible for the facility.
5. Alcohol is prohibited on College property. With prior authorization from the President of the College, subject to certain restrictions or conditions, alcohol may be permitted for specific events. Any person or agency with authorization to distribute alcohol must provide the College with alcohol liability insurance coverage. The insurance should be in the amount of at least \$1,000,000 and name the College as an additional insured. The renter shall assume all responsibility for compliance with any applicable State of Florida Division of Alcoholic Beverages and Tobacco licensing requirements.
6. If the College official authorizing the use of the facility determines that additional security is required for a specific event, that cost will be included in the fees assessed for the use of the facility. Information on the cost of additional security can be obtained from CF's Public Safety Office. (Contracted security personnel and/or special duty police officers from the Ocala Police Department are available with prior arrangement.)

7. The College reserves the right to require parking personnel if the nature and size of the event so warrants. The additional cost will be included in the fees assessed for the use of the facility.
8. The sponsor of the event, or his/her designated representative, must be present during all activities to supervise employees, performers and/or the audience as appropriate.
9. A College employee must be present at all times when buildings are in use unless an exception is approved by the vice president supervising the area.
10. Event sponsors, or their designated representatives, with permission to use the Fine Arts Center shall coordinate directly with the auditorium technician/coordinator to ensure all requirements for space, lighting, sound, piano(s), piano tuning, props, furniture and/or equipment are known no less than ten full working days prior to the first scheduled use.
11. A College auditorium technician and/or other appropriate technician shall be present when any specialized College equipment such as sound systems, computers/monitors, etc., is in use. This requirement may be waived if the group using the facility receives an exception to the rule by the vice president responsible for the facility.
12. Requests for media set up should be discussed with Information Technology and written on the application form. This information will assist in proper planning and set up time for the event as well as billing.
13. Safety and Security
 - (a) Auditorium — the auditorium technician/coordinator is responsible for arranging for safety inspection of all sets and stage arrangements and for enforcing safe operating procedures/practices for auditorium users. Safety inspection of sets and stage arrangements must be coordinated through Plant Operations.
 - (b) Gym — the Athletic Director
 - (c) Webber Center/Brick City — the Cultural Programs Manager
 - (d) Appleton Museum of Art – Coordinator of Facilities-AMA

INSURANCE

1. The Florida Community College Risk Management Consortium (FCCRMC) provides liability coverage for non-College-sponsored individuals, groups, agencies and organizations renting College facilities that do not carry liability insurance. (If private insurance is available, a certificate of liability insurance naming the College as an additional insured in the amount of \$1,000,000 is required.) In the event licensee does not carry liability insurance, participation in the FCCRMC program is mandatory and the user must:
 - (a) Complete the Florida Community College Risk Management Consortium Facilities Use/Special Event Liability Coverage Program Reporting Form.
 - (b) Attach a check or money order made payable to College of Central Florida in the amount of the premium. (Refer to Appendix E for rates or contact the Director of Purchasing to get a rate quote for a specific event). NOTE: A separate check is not required. The amount of the premium may be included as part of the payment for rental of the facility.
 - (c) Submit the form and check, with amount of premium included, as part of the “*Application for License to Use Space and Facilities*” process. The College department processing the application will forward the check and completed form to the Director of Purchasing, noting the amount to be forwarded to FCCRMC.
 - (d) The FCCRMC program does not provide liability coverage for the individual, group, agency or organization using the facility. It provides coverage only for the College.

PROCEDURE FOR RENTAL OF COLLEGE FACILITIES

1. Offices responsible for scheduling facility use:
 - (a) Office of the President
 - Board Room
 - (b) Office of the Vice President for Instructional Affairs
 - Classrooms
 - Conference rooms
 - Patriot Dining Room
 - College Cafeteria
 - College Conference Room – Bryant Union (Building 5) Room 104
 - (c) Office of the Director of Athletics
 - Gymnasium
 - Open spaces
 - Swimming pool
 - Athletic fields
 - (d) Cultural Programs Manager
 - Fine Arts Auditorium
 - Webber Center
 - Brick City for the Arts
 - (e) Campus Vice President – Citrus Campus
 - Classrooms
 - Conference rooms
 - (f) Provost/Executive Director – Levy Center
 - Classrooms
 - Conference rooms
 - (g) Director – Hampton Center
 - Classrooms
 - Conference rooms
 - (h) Manager – University Center
 - Classrooms
 - Conference rooms
 - (i) Director – Appleton Museum of Art
 - Rooms
 - Auditorium
2. Applicants should confirm date(s) needed for the program. If the space is available, the scheduling office will tentatively reserve the facility for the applicant.
3. Application forms must be filled out by the applicant and returned to the scheduling office for processing. Applications should be filed as soon as possible after receiving tentative confirmation but no later than ten (10) days before the end of the month preceding the event.

4. A Florida Community Colleges Risk Management Consortium Facilities Use/Special Events Liability Coverage form or a certificate of insurance issued by an insurance company naming the College as an additional insured must be attached to the application.

**General Directions
for
CF's *Application for License to Use Space and Facilities***

Section 1 – General Information on Event/Activity

This section may be completed solely by the requestor or in conjunction with a College representative. The request should be dated and all general applicable information on the event should be provided. This includes:

- date(s) of event/activity
- name and brief description
- number of people expected
- opening/closing times
- set-up/clean up dates/times
- rehearsal date(s)/times
- number of cast and crew expected
- type of event

Section 2 – Requestor Information

This section may be completed solely by the requestor or in conjunction with a College representative and contains the following identifying information on the Requestor:

- name of responsible individual(s)/organization/company
- mailing address
- phone/fax numbers
- e-mail address

Section 3 – Contact Information

This section may be completed solely by the requestor or in conjunction with a College representative and contains the following information:

- Name and title of contact person for event
- Contact person's phone numbers and e-mail address
- Special contact instructions, if any (For example, "Not available after 5:00 p.m.")

Section 4 – Facility Requested

This section may be completed solely by the requestor or in conjunction with a College representative and provides check boxes to identify the facility being requested. (NOTE: The application submission locations and contact numbers for the various facilities are provided in this section for requestors completing the initial four (4) sections of the application on their own.)

Section 5 – Applicable Charges

This section must be completed by a College representative using the approved fees found in CF's *Guidelines for Base Fee Facilities Rentals*. All applicable charges should be shown in this section. Once completed, the application must be signed on page 3. Failure to obtain appropriate signatures will void the agreement. Attachments to the agreement may include the following:

- Certificate of Insurance naming the College as an additional insured;

- In the absence of insurance, an application for liability insurance through Florida Community Colleges Risk Management Consortium (FCCRMC) must be completed (NOTE: Forms available through Purchasing Office)
- *Request to Allow Consumption of Alcoholic Beverages on College Property*
- *Room Set-Up/Equipment Request*
- *Caterer Agreement*

NOTE: See individual forms for other required attachments.

Vice President, Administration & Finance		Date:
Approved by President		Date: