



# Santa Fe College Rules Manual

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**Title: Use of College Facilities**

**Rule 6.4**

General Authority: FS 1001.64

Law Implemented: FS 1001.64(5), 1001.65(6)

Effective Date: April 20, 2016

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**Purpose:** To provide for use of College buildings and grounds facilities in conjunction with Rule 2.10: Dissemination of Information on College Premises.

## Outside Large Group Assembly Areas

The College has designated certain areas of the campus as outside assembly areas for large groups or functions. These areas include the Oak Grove and the S building band shell. Sound amplification may be permitted in these areas upon approval from the Center for Student Leadership and Activities only if it does not interfere with teaching or other business of the College.

## Classroom, Assembly, and Athletic Facilities

The College may, when not in conflict with scheduled College events, functions, or business, allow outside groups the use of various facilities. Charges may apply and proof of insurance is essential.

## Priorities for Use of Facilities

**Priority I:** First priority for use of College facilities will be for educational and training activities for students and staff. When these uses have been satisfied, College facilities may then be made available to the following groups or individuals.

**Priority II:** Student organizations may use classrooms, meeting rooms, or the campus concourses and grounds for functions approved by the Director of Student Life.

Approval of the function by the Director of Student Life does not necessarily guarantee that the function can be scheduled at the time and place requested. After approval has been obtained, scheduling will be done by the requester through the Office of Facilities Services.

**Priority III:** When these other uses have been satisfied, College facilities may then be made available to a third level of priority users, outside groups, so long as their purposes do not

conflict with those of the College or their practices violate the canons of good manners or taste.

However, College facilities will not be made available to persons from within or outside of the College for programs or activities: 1) involving gambling, 2) where alcoholic beverages are consumed, 3) encouraging illegal activities, 4) promoting political candidates, except as an approved College activity sponsored by a campus organization, 5) encouraging the overthrow of state or federal governments by violence, 6) intended for the purpose of earning a personal profit, 7) of a fundraising nature for campaigns not specifically approved by the President, or 8) which may present a hazard to persons or to the College.

A reservation for the use of College facilities located on the campus at 3000 Northwest 83<sup>rd</sup> Street must be approved by the Director of Facilities Services or his/her designee. Reservations for the use of College facilities that are not located at 3000 Northwest 83<sup>rd</sup> Street, including, but not limited to, the Charles L. Blount Downtown Center and the Andrews Center, for non-College use and/or by non-College requesters must be approved by the individual designated at each center. Charges will be assessed according to the established schedule for fees and reimbursement as provided with the reservation form.

### Special Facilities

**Athletic Courts:** During non-instructional periods, the College's outside athletic courts are open for use by SF faculty, staff, and students free of charge. From time to time the College will reserve these courts for tournaments. All tournaments are coordinated by the Athletics Office.

**Track and Soccer Field:** During periods when neither instruction nor formal competitive events are scheduled, track and soccer fields are open for use by SF faculty, staff, and students free of charge. However, such use shall NOT include such activities as golf practice, archery, or any other activity which may present a hazard to persons or to College property. Non-college team activities on the soccer field will be by reservation only. Proof of insurance will be required when making arrangements through the Office of Facilities Services.

**Baseball and Softball Fields:** The baseball and softball fields, as well as the batting cages, are primarily designated for the use of the College teams. When not in use by the College teams, they may be reserved for use by non-college teams, both educational and non-educational. Again, evidence of insurance will be required when making reservations through the Office of Facilities Services.

**Gymnasium:** The main gym floor, fitness center, exercise rooms, and racquet ball courts are for the use of College students, faculty, and staff. The main gym may be reserved for non-college events, when available, by reservation through the Office of Facilities Services.

Auditorium: Due to the demands which are made of the auditorium for Priority I purposes, it cannot be made available for other uses in the same fashion or to the same degree as other facilities.

### Food and Drink

Food and drink may be served and consumed within buildings only in offices and conference rooms and certain designated common areas, concession areas, and dining facilities. Beverage exclusivity information, as set forth in a Board-approved policy or agreement, will be maintained by the Purchasing Director.

### Catering

On-campus catering policies, as set forth in a Board-approved policy or agreement, will be maintained by the Purchasing Director.

### Reservation of Rights

The College reserves the right to refuse the use of its facilities by any individual or group.

#### Rule History

April 2016 (510.520)  
November 2002 (410.347)  
February 1999 (410.264)  
July 1997 (200.521)  
October 1995 (200.483)  
June 1995 (410.185)  
November 1986 (410.125)  
September 1986 (410.123)  
May 1983 (410.103)  
July 1977 (410.68)  
October 1976 (410.61)