



# Santa Fe College Rules Manual

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**Title:**                      **Use of College Facilities**                      **Procedure 6.4P**

Based on                      Rule 6.4

Effective Date:              November 9, 2020

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## A. Purpose

College facilities and equipment are intended primarily for educational purposes and for the benefit of its students. However, the College may allow for the temporary use of its facilities by outside users when there is no conflict with scheduled College events, functions, or business and when use is in accordance with College rules, procedures, and policies.

## B. Definitions

All terms defined in College Rule 6.4 shall, unless specified otherwise, have the same meaning in this procedure.

In College Rule 6.4, the term “outside user” is defined as users that are not wholly operated within the College or any College employee or group engaged in activity outside the scope of conducting College business or official position responsibility. For the purposes of this procedure, if students, student groups, or employees advertise or invite individuals or groups from outside of the College community to an event, such students or employees will be considered outside users for purposes of that event.

## C. Rules and Guidelines

The College’s rules and guidelines must be followed by all facilities users and attendees during the use of College facilities. Users shall maintain and operate College facilities in accordance with reasonable standards, including but not limited to parking regulations, fire and safety requirements, and adherence to a smoke-free environment.

## D. Priorities for Use of Facilities

The College will determine which requests can be accommodated based on priority of use and on a first-come/first-served basis. College facilities will be made available based on the following priorities:

Priority I: College educational and training activities for students and employees and College operations.

Note: Employees, students, or groups engaging in an activity outside the scope of conducting College business or their official position responsibility and/or inviting or including non-employees and/or non-students to participate in an event may be considered Priority III or Priority IV outside users.

Priority II: Student organizations for College-related activities with attendance limited to the College community.

Note: When Student organizations invite or include individuals or groups from outside the College community to participate in an event, they may be considered Priority III or Priority IV outside users.

Priority III: Non-profit outside users.

Priority IV: For-profit outside users.

#### E. Eligible Facilities for Use and Designated College Officials

The College may, when not in conflict with scheduled College events, functions, or business, allow outside users to use the facilities listed below. College officials designated under this subsection are responsible for processing requests in accordance with Rule 6.4 and this procedure. In addition, each designated College official must also arrange for a College employee to be designated as the point of contact to be present on College premises during each approved event. Equipment and furnishings in these spaces may not be moved without prior approval by the designated College official.

1. NW Campus: The Office of Facilities Services schedules use of Facilities following approval from the Associate Vice President of Facilities Services.

Facilities Services coordinates scheduling requests with other College stakeholders referenced below:

- a. Classrooms outside of direct instruction: College Curriculum and Scheduling Coordinator.
- b. The Board Room (S332), Kitchen (S331), Dining Room (S329), and Cabinet Meeting Room (F258): The Office of the President
- c. NW Field (91<sup>st</sup> St.): Facilities Services.
- d. Outside Large Group Assembly Areas: Director of Student Life  
Note: Certain outside areas have been designated as assembly areas, including the Oak Grove and S Building band shell. Sound amplification may be permitted in these areas if it does not interfere with instruction or other College business.

- e. Track and Soccer Field: Athletics Department.  
Note: These fields are open for use by College students and employees during periods when neither instruction nor formal events are scheduled. However, such use shall not include any activity, such as golf or archery, which may present a hazard to individuals or property.
  - f. Baseball and Softball Fields: Athletics Department.  
Note: The baseball and softball fields, as well as the batting cages, are primarily designated for the use of the College teams.
  - g. Gymnasium: Athletics Department  
The gymnasium is open to College students and employees during periods when there is no scheduled use. The main gym, locker rooms and lobby may be reserved for events when available.
2. Educational Centers: The designated College officials referenced below are responsible for reviewing and approving the scheduled use of Facilities for the College's educational centers, including collection and maintenance of all required forms.
- a. Perry Center (Alachua): Chair, Biotechnology Programs and Perry Center for Emerging Technologies.
  - b. Andrews Center (Starke): Director.
  - c. Blount Center (Downtown Gainesville): Director.
  - d. Davis Center (Archer): Director.
  - e. Kirkpatrick Center (NE Gainesville): Chair, Institute of Public Safety.
  - f. Watson Center (Keystone Heights): Director.
3. Special Facilities: If a user wants to reserve a special facility outlined in this subsection, the user must first contact the applicable designated College official listed below. These officials are responsible for reviewing and approving the scheduled use of these special facilities, including collection and maintenance of all required forms. Contact information can be found on the College's website.
- a. Jackson N. Sasser Fine Arts Hall: Chair, Fine Arts.
  - b. Lyceum: Chair, Fine Arts.
  - c. Santa Fe College Gallery: Chair, Fine Arts.
  - d. Santa Fe College Teaching Zoo: Director, Zoo Animal Technology.

- e. Kika Silva Pla Planetarium: Chair, Natural Sciences.
- f. W. Harvey Sharron Geological Field Station: Chair, Natural Sciences.
- g. Center for Innovation and Economic Development (CIED): Associate Vice President, Economic Development.

## F. Reservations

All users wishing to use the College's facilities must proceed as follows:

1. Requests. Users must first complete and submit the appropriate Request Form and Agreement (Request Form), which can be found on the College's website.
  - a. For all facilities other than the Fine Arts Hall and the Lyceum, the Santa Fe College Use of Facilities Request Form must be submitted at least 20 business days prior to the requested event date, and reservations may be considered by the designated College official for up to 6 months prior to an event.
  - b. The Fine Arts Facilities Use Request Form must be submitted for consideration at least 6 months in advance of the requested event date for the Fine Arts Hall and at least 20 business days in advance of the requested event date for the Lyceum. Reservations may be considered by the designated College official for up to one year prior to use.
2. Requests by Student Groups. Unless deemed to be Priority III or Priority IV users, Student groups must first obtain written approval for use of facilities from the Director of Student Life. If the Director of Student Life approves, the student group must then submit the Request Form to the designated College official.
3. Submission of Supporting Documentation. Outside users must submit all applicable supporting documentation to the designated College official at least 15 business days prior to the requested event date, including for use of alcoholic beverages and fee waivers. Outside users who do not have a separate contractual agreement with the College to use its facilities must, at a minimum, submit the following supporting documentation in conjunction with the Request Form:
  - a. Proof of insurance; and
  - b. Proof of tax-exempt not-for-profit status, if applicable.
4. Request Review and Confirmation of Reservation:

The designated College official will review the Request Form and all supporting documentation submitted by the user. Internal users (Priority I and II users) will

receive approval or disapproval within 5 business days of submission if the event involves only College employees and students. Reservations for outside groups (Priority III and IV users) will only be secured following a confirmation of payment through the Office of Finance, which is due at least 10 business days prior to the requested event date. The Office of Finance will only send an invoice to the user when all other requirements under review have been satisfied.

#### 5. Location of Forms:

The Office of Facilities Services will maintain all forms, guidelines, and documents referenced in this Procedure on its webpage.

#### G. Fees

Designated College officials responsible for processing requests for use of facilities will assess fees for payment by outside users in accordance with the College's User Fees and Fines Schedule and this section. The Office of Finance will manage all invoices related to this procedure.

Fees will not be assessed for use by users such as College employees, students and student groups that have not been deemed to be outside users. For outside users, a nonrefundable deposit is due at the time of confirmation of a reservation for use of facilities. Outside users who do not have a separate contractual agreement with the College to use its facilities must make full payment of any associated rental fees at least 10 business days prior to the requested event date. Failure to submit payment will result in cancellation of the request.

Associated fees for use of facilities must cover overhead expenses, which may include but are not limited to: set-up, clean-up and maintenance; event/campus security; heating and/or air conditioning if the function is held outside of normal operating business hours; use of College furniture or equipment, and grounds maintenance. Hours and access are subject to change based on College needs. If the College determines that an event held by outside users will require additional personnel, security, special equipment or other services, including services related to accessibility and accommodations, the outside user will assume full responsibility for the cost assessed by the College prior to the use of services or facilities.

Only the College President may waive any associated charges or conditions for the use of College facilities in accordance with College Rule 6.4. If the user wishes to request such waiver, a Waiver or Modification of Fees for Use of College Facilities form must be submitted to the Office of the President at least 15 business days prior to the requested event date. The user must justify the request for fee waiver or modification. The Office of the President will notify the appropriate designated College official of approval or disapproval of the request at least 10 business days prior to the requested event date.

#### H. Accessibility

Santa Fe College is an inclusive environment, and thus all users must ensure that their event is accessible to all (by, for example, providing sign language interpreters for deaf or hard of hearing attendees) and must ensure that all publications regarding the event include information on how attendees may request reasonable accommodations. Outside users are responsible for bearing the cost for accommodations.

#### I. Public Notice Announcements

Users shall not advertise or issue any public notice for an event held on College property prior to the submission of all required documentation and confirmed acceptance by the College. Users must include accessibility information in all advertisements and notices in accordance with Section H.

#### J. Liability Insurance

Users shall assume responsibility for damage to College property or any outside property brought to the College facility. Outside users are required to provide proof of insurance for any event held on College property. The Certificate of Liability Insurance must include General Liability, Automobile Liability, and Worker's Compensation in the amount of at least \$1,000,000 with the College named as an additional insured. If the user is unable to provide Automobile Liability coverage for the participants/exhibitors, efforts must be made by the user to ensure all participants/exhibitors have individual Automobile Liability coverage in accordance with local and state requirements. Additional insurance coverage, such as liquor liability coverage if alcoholic beverages are permitted by the President, may be required.

Outside users must furnish a Certificate of Liability Insurance to the designated College official listed at least 15 business days prior to the event date. The designated College official will forward the insurance certificate to the Office of Finance for review and approval to ensure compliance with this section. Approval of insurance is required prior to event confirmation.

#### K. Alcoholic Beverages

Generally, alcoholic beverages are not permitted on College premises. However, users may request permission to serve or sell alcohol at an event by completing the Request to Serve or Sell Alcoholic Beverages on Santa Fe College Premises form. Users must submit this form to the designated College official no later than 15 business days prior to the event, and the College official will forward the form to the President's Office for review.

The College President is authorized to grant approval under the terms and conditions set forth herein; the President may impose additional restrictions and conditions. The President's Office will notify the designated College official of approval or denial within 5 business days of receipt of the request. The President will not approve requests to sell or serve alcoholic beverages at events held during normal business hours, Monday through Friday, 8 a.m. to 4:30 p.m.

If the College President approves the request, the user must provide the designated College official with written documentation of liquor liability insurance coverage in the amount of at least \$1,000,000 per occurrence covering bodily injury and property damage and \$1,000,000 aggregate with Santa Fe College and The District Board of Trustees of Santa Fe College, Florida, and their trustees, officers, officials, employees, agents, and volunteers named as additional insureds. The designated College official will forward the insurance certificate to the Office of Finance for review and approval to ensure compliance with this section.

The user must assume all responsibility for compliance with applicable State of Florida Division of Alcoholic Beverages and Tobacco licensing requirements. The user must agree to assume full responsibility and indemnify and hold harmless the College and its Board of Trustees for any liability arising out of the service, sale, or consumption of alcohol.

Even if the President grants approval to serve or sell alcohol at an event, alcohol is not permitted outside of the designated area scheduled for that event. Flaming drinks or drinks made with dry ice are strictly prohibited. "Bring your own bottle" events are also strictly prohibited.

A user that receives approval to serve alcohol must establish precautionary measures at the event to ensure that alcoholic beverages are not served to persons under the legal drinking age, to persons who appear intoxicated, or to persons known to be addicted to intoxicants. Additionally, the user must designate persons over the legal drinking age (21) as the servers of alcoholic beverages at the event. User must prohibit servers from consuming alcoholic beverages. All alcoholic beverages to be served at the event must be located so that they can only be accessed through the designated servers.

#### L. Beverages, Catering, and Food Trucks

A user may include food and/or beverages in their event if the user complies with the following:

1. Guidelines. Users serving food or beverages must comply with the College's requirements for serving food and beverages.
2. Beverage Exclusivity. All beverages served at any College location must be ordered from the College's exclusive beverage provider unless the beverages to be served are exempted from the exclusivity as required by College's requirements. For more information, visit the Office of Facilities webpage.
3. Catering. Catering and food truck providers must comply with all applicable state health and safety requirements, including the Florida Fire Prevention Code.
4. Food Trucks. Food truck vendors will be required to sign a separate agreement with the College.

#### M. Indemnification

Users are required to agree to defend, indemnify, and hold harmless Santa Fe College, members of the Board of Trustees, employees and agents of Santa Fe College from and against all losses, claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought to recover against it or them by reason of any fact or omission occurring at any time College's facilities are being used by the user or any of its members, guests, or invitees.

#### N. Outdoor Spaces

The College has designated restroom facilities for outdoor spaces, which are included in the rental fee. The College will notify the user prior to confirmation of reservation if the user is required to provide additional portable restroom facilities for larger events based on the number of anticipated attendees.

#### O. Security

The designated College official will notify SFPD of a potential event during the review process. College Police reserve the right to determine the number of security personnel required for an event based on the estimated number of attendees, the type of event, and events that involve monetary transactions onsite. Costs could be incurred based on the dates, times, and number of security personnel required to cover the event. Security fees will be included in the invoice provided to the outside user.

#### P. Use of Facilities Hours of Operation

The College's normal hours of operation for the purposes set forth in this procedure are Monday through Friday 8:00 a.m. – 6:00 p.m. Events held by outside users outside of normal hours of operation are subject to additional fees for services outlined in Section G. Hours and access are subject to change based on College needs.