



Santa Fe College Rules Manual

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

Based on Rule 6.4

Effective Date: August 20, 1987 (Fees Revised 7/97)

Reservations

A reservation for the use of College facilities for non-College use and/or by non-College requesters must be approved by the Office of Facilities Planning after the following condition has been met: a completed request form and agreement concerning the conditional use of facilities has been signed at least 10 working days prior to the event and submitted to the Office of Facilities Planning.

Approval of the function by the Office of Facilities Planning 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 secretary in the Office of Facilities Planning.

Liability Insurance

Users may, at the option of the College, be required to provide liability insurance for the period during which College facilities are used for their specific activity.

Athletic Courts

During non-instructional periods, the College basketball, handball, racquetball, courts are open for general use free of charge. From time to time the College will reserve these courts for tournaments. All tournaments are coordinated by the Athletics Department.

Auditorium

Due to demands which are made on 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.

Normal Instructional Days and Hours

The College facilities are normally open from September through June on the following schedule:

Monday through Thursday	7:30 a.m. - 10:00 p.m.
Friday	7:30 a.m. - 5:00 p.m.

College personnel needing access to buildings at times when the facilities are closed must adhere to the following:

In order to continue or complete College-related work, the SFC Police Department must be contacted to be admitted.

When accompanied by students or persons not employed by the College, with the exception of close family members, prior written approval must have been received from the appropriate dean or vice president then the SFC Police Department must be notified to be admitted.

Faculty wishing to use College facilities for related class activities on weekends must secure written approval from either the Office of the Vice President of Administrative Affairs and CFO or the Student Development Office. After approval has been obtained, scheduling will be done by the requester through the secretary in the Office of Facilities Planning.

Request Form must be submitted to and approved by the Director of Facilities Services ten working days prior to the event. All fees must be paid at the cashier on Monday through Friday from 8:30 am to 3:00 pm one (1) week prior to the event. The College reserves the right to deny the use of its facilities to any individual or group.

(PRINT OR TYPE)

Name of Organization _____ Date _____

Requestor _____ Phone _____ Fax _____

(Please designate one person responsible for reservation of facilities.)

(FACULTY ADVISOR MUST BE THE REQUESTOR FOR STUDENT GROUPS)

Address _____

CIRCLE ONE: Organization is PROFIT? or NON-PROFIT? Is admission charged? Yes or No?

Type of activity _____

Date(s) Requested (include the day of the week) _____

Time of Event: From: _____ To: _____

Time for Set-Up: From: _____ To: _____

Number of people _____ Type of Set-Up _____
(classroom, lecture, open area)

SPECIAL NEEDS:

Furniture needed

Equipment needed

REQUESTOR'S SIGNATURE _____

****Student Groups must have Faculty Advisor sign****

APPROVAL BY DIRECTOR FOR STUDENT LIFE Coordinator of Student Activities

(Signature needed if a student group)

****READ AND SIGN THE BACK OF THIS FORM****

*****THIS SECTION WILL BE FILLED OUT BY FACILITIES SERVICES OFFICE*****

USAGE FEES:

Activity Fee _____
Gym Charge _____
Use of Facility _____
Climate Control _____
Set-Up Personnel _____
Rehearsal Time _____
TOTAL _____

Custodians _____
Groundskeepers _____
Audio/Visual Tech _____
HARV Tech _____
Police _____

APPROVED ROOM NUMBER _____

APPROVAL BY THE DIRECTOR OF FACILITIES SERVICES:

_____ **Date** _____
Signature

A \$50 deposit fee may be required of non-college users and must be submitted to the Office of Finance Cashier one (1) week before the event. A usage fee will be charged to each individual or group using College facilities which are not in Group I definition as listed in Board Policy:

GROUP I	First Priority Events & SFC Student Organizations	No Charge
Group II	Governmental Agencies & Institutions	No charge during College operation hours . See below for charges when the College is closed.
Group III	Civic, Charitable or Private non-Profit Organizations	\$45 - \$65 activity fee . Special needs and charges when the College is closed also will be assessed according to the Table below.
Group IV	Private Profit-making Organizations	\$40 - \$60 per hour during regular College operation. Additional charges also will be assessed according to the Table below.

Special requests from Groups II, III, and IV for additional chairs, tables, and audio/visual equipment may necessitate an additional charge depending on the nature of the request.

Rehearsal Time	\$ 10 per hour
Climate Control	\$ 25 per hour with 2 hour minimum
Audio/Visual Techs	\$ 25 per hour per person
Custodians, Groundskeepers, & set-up personnel	\$ 20 per hour per person
HARV Techs	\$ 25 per hour per person
Security	\$ 20 per hour per person

SECURITY: The User will be obligated to pay the College for College security personnel assigned for the protection of College property at the above rate when determined necessary by the College due to type and/or size of event. Neither the College nor College police personnel shall have any responsibility for protection of the person or the property of the User or any of its members, guests, or invitees.

INDEMNIFICATION: The user agrees 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.

Organization's Name: _____

Depending upon your specific needs and group classification, you will be charged according to the above fee schedule. If this meets with your approval, please sign below and return to Director of Facilities Services, Santa Fe College, Building U, Room 019, 3000 NW 83rd Street, Gainesville, Florida, 32606.

Organization's Name: _____

Requestor's Signature: _____ Date: _____