

Florida Gulf Coast University Board of Trustees
June 16, 2009

SUBJECT: Regulation: FGCU-PR9.001 Use of University Facilities

PROPOSED BOARD ACTION

Approve amendments to FGCU-PR9.001 Regulation Use of University Facilities

BACKGROUND INFORMATION

The proposed amendment updates FGCU-PR9.001 – Use of University Facilities, to bring it into agreement with present practices and establishes event classifications and requirements into four classifications as follows: (1) Requisite Events, (2) Non-Requisite Events, (3) University Sponsored Events and (4) Private Events. Currently, Campus Reservations follows the proposed event classification and requirements. For consistency and to minimize liability concerns, the amended regulation would require all space on campus to follow the same event classification procedures, use the standard University contract format and follow the University insurance process.

Supporting Documentation Included: Notice and Text for Regulation: Use of University Facilities (FGCU-PR9.001)

Prepared by: Assistant Vice President for Administrative Services/ Controller
Linda Bacheler

Legal Review by: General Counsel Vee Leonard (May 15, 2009)

Submitted by: Vice President for Administrative Services and Finance Joe
Shepard

FLORIDA GULF COAST UNIVERSITY

NOTICE OF REGULATORY ACTION

May 15, 2009

REGULATION TITLE:

Use of University Facilities

REGULATION NO.:

FGCU-PR9.001

SUMMARY:

This regulation amends FGCU-PR9.001 Regulation, Use of University Facilities, to reflect current University practices.

FULL TEXT:

The full text of the regulation being proposed is attached and can also be found at <http://www.fgcu.edu/generalcounsel/promulgation.asp>

LAW IMPLEMENTED:

§255.045 Florida Statutes

UNIVERSITY OFFICIAL INITIATING THE PROPOSED REVISED REGULATION:

Linda Bacheler, Assistant Vice President Administrative Services/Controller

UNIVERSITY OFFICIAL APPROVING THE PROPOSED REGULATION:

Dr. Joseph Shepard, Vice President for Administrative Services and Finance

PERSON TO BE CONTACTED REGARDING THE PROPOSED NEW REGULATION:

Diane St. John, Administrative Assistant, dstjohn@fgcu.edu; (239) 590-1101 (Phone), (239) 590-7470 (Facsimile); 10501 FGCU Blvd. South, Fort Myers, FL 33965-6565

ANY COMMENTS REGARDING THE PROPOSED NEW REGULATION SHOULD BE SUBMITTED IN WRITING ON OR BEFORE MAY 29, 2009 BY 5:00 P.M. THE COMMENTS MUST IDENTIFY THE REGULATION ON WHICH YOU ARE COMMENTING.

THIS NOTICE WAS POSTED ON THE FGCU WEBSITE ON: May 15, 2009.



REGULATION: FGCU-PR9.001

Use of University Facilities

Effective
Date of
Regulation:

08/02/98

(1) Definitions.

(a) University Persons, Groups and Organizations: Registered students, faculty members, administrative and professional and university support **employees** personnel, the student government association, registered or recognized student organizations, official University colleges, departments, or other organizational units which are a part of, or operate on behalf of, Florida Gulf Coast University, such as the Foundation and the alumni **organization** association.

(b) Non-University Persons, Groups and Organizations: Persons, groups or organizations which do not meet the definitions outlined in (a) above, such as charitable community organizations, other public educational institutions, ~~etc.~~ including those which exist primarily for the purpose of commercial activity for profit, or private gain or benefit.

~~(2) Use of Available University Facilities:~~

~~(a) The first priority for the use of University facilities is instructional and academic activities related to, sponsored by or under the auspices of the educational mission of the University.~~

~~(b) University persons, groups or organizations may use University facilities on a space-available basis and will be subject to payment of any costs incurred by the University in scheduling and holding the activity or event. Approval to use University facilities is obtained by requesting the facilities in writing, including the date, time, place, number of participants, and any special needs (audio-visual equipment, security, etc.). This request should be submitted and received by the Facilities Coordinator 10 (ten) working days in advance of the scheduled event.~~

~~(c) Conference rooms and other space not included in the Facilities Use Inventory, such as the Student Services Courtyard and the Gallery in the Library, may be scheduled for internal use on a space-available basis.~~

~~—(d)— Non-University persons, groups or organizations may use University facilities on a space-available basis and will be subject to payment of the established facilities fee, any additional costs incurred by the University in scheduling and holding the activity or event, an administrative overhead charge, any costs related to an insurance certificate and other miscellaneous costs. Approval to use University facilities is obtained by completing Form FCC #001 (9/97), "Facilities Use Application, Tentative Reservation and Estimated Fee Schedule," which is incorporated by reference into this rule. This form may be obtained from the Facilities Coordinator, and should be completed and returned to the Facilities Coordinator at least 10 working days in advance of the event. The Facilities Coordinator will determine space availability and prepare the Facilities Use Agreement (Form FCC #0(3) for signature. FCC #003 (9/97) is incorporated by reference into this rule, and may be obtained from the Facilities Coordinator.~~

~~(3)— The President of the University or designee may approve a full or partial waiver of the facilities use fee, in accordance with the guidelines stipulated in FCC #001 (9/97).~~

(2) Event Classifications and Requirements

(a) Requisite Events shall be defined as:

1. Events coordinated and managed solely by the University schools, colleges, departments, departmental centers, institutes and grants conducting official University activities. These events must be pertinent to the daily operation and mission of the University.

2. Events coordinated and managed solely by the Student Government Association, University Student Organizations officially registered through the Division of Student Affairs or those groups pending registration who have been authorized by Campus Involvement.

(b) Non-Requisite Events shall be defined as:

1. Events that are coordinated and managed by the University schools, colleges, departments, departmental centers, institutes, or grants in conjunction with an outside group. These events must be related to the mission of the University.

2. Events that are coordinated and managed by Student Government Association, University Student Organizations officially registered through the Office of Campus Involvement or those groups pending registration who have been authorized by Campus Involvement in conjunction with an outside group.

(c) University Sponsored Events shall be defined as events that are managed and coordinated by an outside group, but a University department, group, college, center, institute or group has agreed to sponsor the event and facilities use rental.

(d) Private Events shall be defined as any for-profit and non-profit organization, entity, or agency, non-FGCU alumni associations, student, faculty or staff

use of University facilities for non-related University activities, or other outside persons or groups not affiliated with the University.

~~(3)~~(4) Scheduling of Facilities.

(a) The first priority for the use of University facilities is instructional and academic activities of the University. ~~Activities scheduled in accordance with this rule for which there are admission or other fees shall be included with Form FCG #00-1, "Facilities Use Application, Tentative Reservation and Estimated Fee Schedule."~~

(b) All instructional space of the University shall be, ~~including seminar rooms, classrooms, etc. is~~ under the assignment and control of the Registrar's Office.

(c) Instructional space not scheduled by the Registrar's Office shall be released to Campus Reservations for event scheduling after each fall, spring and summer terms add/drop registration deadlines.

(d) Instructional space shall not be scheduled for events or meetings during the week of final exams each academic term.

~~(e) When university equipment is rented by non-University persons, groups or organization in conjunction with the use of a University facility there will be a charge for this equipment and any technical assistance personnel provided by the University.~~

~~(d) Service of food and beverages at or during a scheduled event must comply with the regulations outlined in this rule chapter.~~

~~(4)~~5) Fee Schedule

~~The fee schedule and other procedural information is included in the President's Memorandum (dated 11/15/97) entitled "Use of University Facilities" and herein incorporated by reference.~~ The President or designee shall approve a fee schedule and other procedural information giving priority and discount to events that are solely managed and coordinated by University faculty, staff or student groups. Each event category shall have specific requirements relating to space usage fees, contract and insurance requirements.

~~(6) University facilities, equipment or services may not be used for an employee's or student's consulting activities or other personal use unless the President or a designee authorizes such use based on a determination that there is an equal or overriding benefit to the University.~~

Specific Authority

§100.74(6), Florida Statute
Law Implemented
255.045 FS.

History

New 8/2/98; [Amended](#)