



REGULATION: FGCU-PR9.001

Effective Date
of Regulation:

Use of University Facilities

10/10/17

A. GENERAL STATEMENT

In support of its mission, the Florida Gulf Coast University makes its facilities available for the use of the University Community as well as outside parties for extracurricular and community activities and events. The purpose of this regulation is to provide guidance on the scheduling, use, and rental requirements for University facilities to ensure appropriate use and control of the University's facilities.

B. APPLICABILITY AND/OR ACCOUNTABILITY

This regulation is applicable to any University department, member of the University community, as well as those outside persons or groups that wish to rent University facilities.

C. DEFINITIONS

1. University Persons, Groups and Organizations: Registered students, faculty members, administrative and professional and university support personnel, the student government, 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 association.
2. Non-University Persons, Groups and Organizations: Persons, groups or organizations which do not meet the definitions outlined in "C.1.." above, including but not limited to charitable community organizations, other public educational institutions and those organizations which exist primarily for the purpose of commercial activity for profit, or private gain or benefit.

D. EVENT CLASSIFICATIONS AND REQUIREMENTS

1. Requisite Events shall be defined as:
 - a) 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.
 - b) Events coordinated and managed solely by Student Government, University Student Organizations officially registered through the Office of Student

Involvement or those groups pending registration that have been authorized by the Office of Student Involvement.

2. Non-Requisite Events shall be defined as:
 - a) 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.
 - b) Events coordinated and managed by Student Government, University Student Organizations officially registered through the Office of Student Involvement or those groups pending registration that have been authorized by the Office of Student Involvement, in conjunction with an outside group.
3. University Sponsored Events shall be defined as events that are managed and coordinated by an outside group, but a University department, college, center, institute or group has agreed to sponsor the event and facilities use rental.
4. Private Events shall be defined as any for-profit or 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.

E. SCHEDULING OF FACILITIES

1. The first priority for the use of University facilities is instructional and academic activities of the University.
2. All instructional space of the University shall be under the assignment and control of the Office of the Registrar.
3. Instructional space not scheduled by the Office of the Registrar shall be released to the Office of Campus Reservations for event scheduling after each Fall, Spring and Summer term add/drop registration deadlines.
4. Instructional space shall not be scheduled for events or meetings during the week of final exams each academic term.
5. Scheduling of outdoor and multi-purpose spaces shall occur through the Office of Campus Reservations or through a University Facility Use Custodian, as defined in FGCU Policy 3.026.
6. Use of any University facility after 10 p.m. shall be scheduled by the Office of Campus Reservations or the University Facility Use Custodian responsible for the

requested facility. University Facility Use Custodians must notify the Office of Campus Reservations of any facility use scheduled after 10 pm.

F. USE OF OUTDOOR SPACES

1. Approval and scheduling of events in outdoor areas must be consistent with regulations and policies of the University. As a condition of approval, the University may impose safety, security and liability requirements, consistent with the use to be made of the area. Moreover, the space to be utilized must be adequate for the nature of the event.
2. Any use of sound amplification equipment in the outdoor areas of campus must follow the Sound Amplification Guidelines available through the Office of Campus Reservations.
3. Events held in the outdoor areas of campus must maintain a reasonable sound level. A sound level is considered reasonable when it meets the needs of the event without disrupting the regular activities of the adjacent academic or other operational areas. Complaints of noise should first be reported to the Office of Campus Reservations. If the complaint concerns a Registered Student Organization, the complaint will be forwarded to the Office of Student Involvement for resolution.
4. In locations near academic buildings or areas administrative office that provide student services, the use of sound amplification equipment will, generally, not be allowed on class days (Monday through Friday). If sound amplification is permitted in an area near an academic building or administrative office that provides student services, the sponsoring group or organization is responsible for maintaining a sound level that does not disrupt the regular activities of the adjacent academic building or areas administrative office that provide student services.
5. Amplified sound will not be permitted within 75 feet of an academic building or administrative office that provides student services, with the exception of the Student Plaza and the Cohen Center Courtyard. The use of amplified sound in the Student Plaza or Cohen Center Courtyard may occur between 11:30 am and 1:30 pm each day and after 5 pm each day. No amplified sound will be permitted in any location on campus during the weeks of scheduled final exams each academic term.
6. Failure to comply with this regulation or refusal to lower volume when notified to do so by the Office of Campus Reservations or the Office of Student Involvement, may result in the loss of privileges associated with the use of University facilities.

G. FEE SCHEDULE

The President or designee shall approve a University Facility fee schedule and other procedural information giving priority and discounts for events that are solely managed and coordinated by University faculty, staff or student groups.

H. FACILITY USE AGREEMENT REQUIREMENTS

Each event category shall have specific requirements relating to space usage fees, as well as contract and insurance requirements. Facility use Agreements with non-university persons, groups and Organizations must include terms to address insurance, indemnity, background screening of those interacting with minor participants, and participant waiver requirements. Facility Use Agreements and Memorandums of Understanding with University Persons, Groups and Organizations shall include insurance, indemnity, background screening of those interacting with minor participants, and participant waiver requirements as appropriate for the use.

I. NOTICE OF EMERGENCY SITUATION

Upon notice of an emergency situation issued by the University Chief of Police or other designated authority, the Vice President of Academic Affairs or designee may waive room restrictions for the purpose of relocating scheduled classes and other scheduled events away from the emergency situation. The Office of the Registrar and the Office of Campus Reservations will reschedule or relocate classes and events to an instructional space or University facility that is safe and appropriate for the activity.

Action by the Florida Gulf Coast University Board of Trustees:

Approved 10/10/17

Specific Authority:

BOG Regulation 1.001, §1013.10, Florida Statutes

History of Regulation:

New 1/15/08; Amended 6/16/09, 6/19/12, 6/18/13, 10/10/17