



FGCU REGULATION 9.001

Use of University Facilities

*Effective Date of
Regulation:*

September 8, 2022

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. Members of the University community, as well as outside parties, must obtain permission to use University facilities for Events, Commercial Activity, or Commercial Filming Activity. This Regulation provides 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 all University Units, University community members, and outside persons or entities that rent University facilities for use.

C. DEFINITIONS

1. *Commercial Activity*: An activity by a person or entity not related to a University contract or a University educational or operational activity, that involves transactions for financial or pecuniary gain. Commercial Activity does not include solicitations or vending activity done under a University contract for the purpose of selling goods or services to the University community.
2. *Commercial Filming Activity*: Private commercial filming or production of a documentary, educational program, music or other artistic audio or video, television or other short form video product, feature film, or video for non-University purposes including the advertisement, endorsement, or promotion of a service or product.
3. *Event*: A program or activity conducted by a party, to occur on University premises, for which a reservation or rental of a University Facility or public space will be made, or by the nature of its program or activity will require the reservation of a Facility.
4. *Facility*: Any University area, building, room, indoor or outdoor space, or location that has been designated as reservable for an Event.
5. *Non-Requisite Events*:
 - a. Events that are coordinated and managed by a University Unit 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, registered student organizations, or a student group pending registration that have been authorized by the Office of Student Involvement, in conjunction with an outside group.
6. *Non-University Persons, Groups, or Organizations*: Outside community members, charitable community organizations, public or private educational institutions, or business or commercial entities.
7. *Private Events*: Any Events conducted by a for-profit or non-profit organization, entity, or agency, or 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.
8. *Requisite Events*:
 - a. Events coordinated and managed solely by a University Unit conducting official University activities or Events coordinated and managed solely by Student Government or a registered student organization.
 - b. Requisite Events must be related to the daily operation and mission of the University. Requisite Events do not include Events where a University Unit, Student Government, or registered student organization is hosting an Event in coordination with an outside group merely because the University Unit, Student Government, or registered student organization or an employee or member of the University Unit, Student Government, or registered student organization is a member of the outside group.
9. *University Persons, Groups, and Organizations*: Students, faculty, staff members, the Student Government, registered student organizations, University Units, as well as the FGCU Foundation, Inc. and the FGCU Alumni Association.
10. *University Sponsored Events*:
 - a. Events that are managed and coordinated by an outside group, but a University Unit is the sponsor of the Event and Facility use rental.
 - b. An Event where a University Unit, Student Government, or registered student organization is hosting an Event in coordination with an outside group because the University Unit, Student Government, or registered student organization or an employee or member of the University Unit, Student Government, or registered student organization is a member of the outside group.
11. *University Unit*: University colleges, divisions, departments, or offices.

D. SCHEDULING OF ACADEMIC OR INSTRUCTIONAL SPACES

1. The first priority for the use of University facilities is the instructional and academic activities of the University.
2. All instructional space of the University shall be under the assignment and control of the Department of Records and Registration.
3. Instructional space not scheduled by the Department of Records and Registration shall be released to 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. Classes may be relocated from assigned spaces when emergency situations arise. Records and Registration and Campus Reservations will coordinate with appropriate University Units to ensure the continuation of scheduled classes. The University may waive room restrictions for the purpose of relocating scheduled classes when emergency situations occur.

E. SCHEDULING OF UNIVERSITY FACILITIES

1. Scheduling of outdoor and multi-purpose facilities shall occur through Campus Reservations or University employee designated as the custodian of the Facility.
2. Use of any University Facility after 11 p.m. shall be scheduled by Campus Reservations or the University Facility Use Custodian responsible for the requested Facility.
3. 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.
4. The University may require a reservation for a public activity when the University determines that it is in the best interest of the University to designate a Facility for the public activity to occur to ensure the continued safe operation of the University campus.
5. Any use of sound amplification equipment in the outdoor areas of campus must not interfere with the academic or administrative operations of the University. Any use of sound amplification equipment in the outdoor areas of campus must not disrupt the use by University Units or community members as well as outside groups or person of reserved outdoor spaces. The Vice President of Administrative Services and Finance, or designee, may develop guidelines for the use sound amplification equipment and must make those guidelines available through Campus Reservations.

6. Use of a University Facility for Commercial Activity or Commercial Filming Activity must be approved prior to use of the University Facility and comply with University regulations and policies for Facility use. Requests to conduct Commercial Activity are approved by Campus Reservations. Requests to conduct Commercial Filming Activity are approved by University Marketing and Communications. The use of the University name, logos, or recognizable features of University buildings or grounds must be approved prior to the start of the Commercial Activity or Commercial Filming Activity by University Marketing and Communications.
7. An Event may be relocated from a rented Facility when emergency situations arise. Campus Reservations will coordinate with the appropriate University Unit to ensure the continuation of the Event. The University may waive room restrictions for the purpose of relocating an Event when an emergency situation occurs.

F. FEE SCHEDULE

The President, or designee, shall approve the University Facility fee schedule. The University will give preference to Events that are solely managed and coordinated by University faculty, staff, or student groups. This preference will include priority scheduling and discounts for the use of University facilities for Events that are solely managed and coordinated by University students, faculty, staff, or student groups.

G. FACILITY USE AGREEMENT REQUIREMENTS

The University shall develop Facility use agreements that address requirements relating to space usage fees, as well as insurance, indemnity, background screening of those interacting with minor participants, and participant waiver requirements. Additionally, the University shall develop Facility Use Agreements and Memorandums of Understanding with University Persons, Groups and Organizations that address insurance, indemnity, background screening of those interacting with minor participants, and participant waiver requirements.

Authority:

Section 1013.10, Florida Statutes
BOG Regulation 1.001, University Board of Trustee Powers and Duties

History of Regulation:

New 01/15/08; Amended 06/16/09, Amended 06/19/12, Amended 06/18/13, Amended 10/10/17; Amended 09/08/22

Approved by the Florida Gulf Coast University Board of Trustees:

September 8, 2022