



## **Use of University Facilities**

(1) Definitions.

(a) University Persons, Groups and Organizations: Registered students, faculty members, administrative and professional and university support employees, the student 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.

(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).

(4) Scheduling of Facilities.

(a) Activities scheduled in accordance with this rule for which there are admission or other fees shall be included with Form FCC #00 1, "Facilities Use Application, Tentative Reservation and Estimated Fee Schedule."

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

(c) 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.

(5) 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.

(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*  
240.227(1)FS  
*Law Implemented*  
255.045 FS.  
*History*  
New 8/2/98

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