



REGULATION: FGCU-PR9.001

Effective
Date of
Regulation:

Use of University Facilities

6/16/09

(1) Definitions.

(a) 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.

(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 including those which exist primarily for the purpose of commercial activity for profit, or private gain or benefit.

(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, University Student Organizations officially registered through the Division of Student Affairs or those groups pending registration who have been authorized by Office of Student 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, University Student Organizations officially registered through the Office of Student Involvement or those groups pending registration who have been authorized by the Office of Student 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) Scheduling of Facilities.

(a) The first priority for the use of University facilities is instructional and academic activities of the University.

(b) All instructional space of the University shall be 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.

(4) Fee Schedule

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.

Specific Authority:

§1001.74(6)(b), Florida Statute

History of Predecessor Rule:

New 8/2/98

History of Regulation:

New 1/15/08; Amended 6/16/09

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