

ADMINISTRATIVE PROCEDURE MANUAL		
SECTION TITLE	NUMBER	PAGE
USE OF COLLEGE FACILITIES BY OUTSIDE ORGANIZATIONS AND GROUPS	08-0108	1 OF 4
BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE REVISED
6Hx7-6.1 College Facilities		October 18, 2023




Purpose

The purpose of this procedure is to establish the administrative procedures, fees, form of agreement, insurance requirements and other provisions for the use of College facilities and equipment by outside organizations or groups pursuant to Board Rule 6Hx7-6.1, College Facilities.


Procedure

- A. Short-Term Facility Rental Use shall be defined as less than six (6) months rental with a minimum 2-hour facility rental (with a 4-hour minimum for the Wilson Center).
- B. Long-Term Facility Leases shall be defined as a minimum lease period of six (6) months.
- C. Administrative Procedure - facility and equipment short-term rentals and long-term leases by outside organizations or groups shall comply with the requirements set forth in this Administrative Procedure and in Desktop Procedure 03-03, Use of College Facilities by Outside Organizations and Groups. Significant revisions to Desktop Procedure 03-03 will require Executive Leadership Team pre-approval.
- ~~D.~~ Fees - The fees charged for use of the College facilities shall be calculated and assessed in accordance with the requirements set forth in Desktop Procedure 03-03 using the [Facility Rental Rates Table](#).
- E. Short-Term Facility Use Agreement - The College’s Standard Short-Term [Facility Use Agreement](#) in Desktop Procedure 03-03 shall be executed by authorized officers of the College and the Lessee prior to the short-term rental use of the facilities. The College reserves the right to refuse short-term renting /use of the space to any organization or group pursuant to Board Rule 6Hx7-6.1.
- F. Long-Term Lease Agreements shall be developed to meet the specific requirements of each long-term lease by the College’s Office of General Counsel. The long-term lease shall be executed by authorized officers of the College and the Lessee prior to the use of the facilities. The College reserves the right to refuse long-term leasing/use of the space to any organization or group pursuant to Board Rule 6Hx7-6.1.
- G. Short-Term Rental Insurance Requirements - All organizations and groups requesting to rent/use College facilities and equipment must provide proof of general liability insurance (“ACORD” certificate or copy of the general liability insurance policy with necessary endorsement) in the amount of one million dollars or more per occurrence which includes a minimum of \$50,000 for property insurance coverage for damages to College leased premises. If minors are involved, Sexual Abuse/Molestation Liability insurance must be provided in the amount of \$1,000,000 each occurrence/\$2,000,000 aggregate. The Lessee shall provide an insurance certificate or certified

ADMINISTRATIVE PROCEDURE MANUAL				
	SECTION TITLE	NUMBER	PAGE	
	USE OF COLLEGE FACILITIES BY OUTSIDE ORGANIZATIONS AND GROUPS	08-0108	2 OF 4	
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE REVISED	
	6Hx7-6.1 College Facilities		October 18, 2023	

copies of the required policies. If the organization or group will use commercial vehicles in connection with its facility use, it shall provide additional evidence of auto or fleet liability insurance. These requirements may be lowered or exempted by the College’s Executive Director of Risk Management for events held by governmental agencies, political subdivisions and their duly elected legislators for conducting official government business as set forth in applicable state and federal Statutes. Self-insured organizations must provide a letter to the College’s Executive Director of Risk Management for review stating that they are self-insured in lieu of an Insurance Accord Certificate. The College reserves the right to include in short-term facility use agreements additional insurance requirements beyond those defined herein based on the intended use of the College facilities, minors’ access/use of leased facilities or the serving of alcohol.

- H. Long-term Lease Insurance Requirements – The College reserves the right to include in long-term leases additional insurance requirements beyond those defined herein based on the intended use of the College facilities, minors’ access/ use of leased facilities or the serving of alcohol.
- I. Crowd Management - Certified crowd managers must be provided by the Lessee for all events when the number of individuals participating/attending the event is greater than forty-nine (49) as set forth in governing NFPA 101 Life Safety Code. The Lessee’s certified crowd managers must complete a designated crowd manager training course accepted and approved by College and provide the College with a copy of the certificate of completion of training.
- J. Minors - If minors (children under 18 years of age) are participating/attending the Lessee’s event the following shall apply:
 - 1. The Lessee shall provide and define a qualified adult supervisor to serve as the official representative and primary point of contact of the Lessee (“Representative”).
 - 2. The Representative will remain on the College’s premises at all times during the activities or events hosted by the Lessee.
 - 3. The Lessee acknowledges that the Representative is an adult lawfully qualified to supervise and care for minors and will take all reasonable steps to protect minors at the event.
 - 4. It is Lessee’s responsibility to ensure that any Representative is appropriately screened (if required) or otherwise qualified to supervise minors and will take all reasonable steps to protect minors at the event.
- K. Lessee Responsibilities Include, But are Not Limited to:
 - 1. The Lessee shall be solely responsible for all activities and events it hosts on the College’s premises.

ADMINISTRATIVE PROCEDURE MANUAL			
	SECTION TITLE	NUMBER	PAGE
	USE OF COLLEGE FACILITIES BY OUTSIDE ORGANIZATIONS AND GROUPS	08-0108	3 OF 4
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
	6Hx7-6.1 College Facilities	October 18, 2023	

2. The Lessee shall be solely responsible for its participants/attendees while on the College's premises and will be responsible for its participants/attendees until all participants/attendees leave the College's premises. The Representative will remain on the College's premises until all participants/attendees have left the premises and the activity has ended.

L. Prohibited Use

1. Pursuant to Board Rule 6Hx7-2.19 and College Administrative Procedure 02-1803 "Tobacco and Smoke Free Environment" the use, distribution or sale of all tobacco products (to include electronic devices and nicotine products not approved by the FDA for tobacco cessation therapy) on College property is strictly prohibited in both indoor and all exterior College-owned parking lots and facilities. The use of any such prohibited materials/substances on College property by a member(s) of an outside group or organization shall be grounds for the College to terminate a facility use agreement or long-term lease in the College's sole discretion.
2. The use, distribution or sale of any illegal drug(s), on College property is strictly prohibited.
3. Other than nonprofit charitable gambling, the use of gambling devices or gambling activities on College property is strictly prohibited.
4. Except as set forth in Florida Statute 790.115, carrying of or use of firearms is prohibited on College property with the exception of those being carried by federal or state-certified law enforcement officers in the line of duty or performing a security function on campus.
5. The use of College property for any acts directed towards disruptive or violent activity, or for any events containing lewd or lascivious material is strictly prohibited. Such acts or actions, which could incite disruptive or violent acts, shall be grounds for the College to rescind approval in the College's sole discretion, for the short-term rental or long-term lease use of College facilities.
6. Pursuant to Florida Statute 104.31(2), an employee of the State or political subdivision may not participate in any political campaign for an elective office while on duty.

- M. Alcoholic Beverages - Use of alcoholic beverages on College property is governed by Board Rule 6Hx7-2.22, Drug-Free College Environment and Administrative Procedure 02-1805, Use of Alcoholic Beverages which controls the dispensing and consumption of alcoholic beverages on College premises and requires pre-approval of the College President.**

ADMINISTRATIVE PROCEDURE MANUAL		
SECTION TITLE	NUMBER	PAGE
USE OF COLLEGE FACILITIES BY OUTSIDE ORGANIZATIONS AND GROUPS	08-0108	4 OF 4
BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE REVISED
6Hx7-6.1 College Facilities		October 18, 2023



REFERENCES: F.S. 104.31 (2), 790.115, 1001.64, 1001.65, 1013.10, 1013.12, NFPA 101 Life Safety Code

Adopted Date: October 20, 1994

Revision Date: May 15, 1997, September 24, 1997, February 5, 2001, April 10, 2001, July 26, 2005, May 16, 2006, June 7, 2011, February 8, 2013, November 12, 2013, January 5, 2015, April 21, 2015, September 21, 2022, October 18, 2023