

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 3 - Administrative Affairs

3-5001 Use of NCF Space

This regulation governs the scheduling and use of campus facilities by faculty, staff, and students, as well as non-affiliated individuals and groups. Scheduling will be centralized through the use of one software system serving the NCF community.

(1) Definitions

- (a) Auxiliary Space – Areas of campus that are not supported through State of Florida Plant Operation and Maintenance appropriations.
- (b) Education & General (E&G) Space – Assignable space used for academic instruction, research, and support of the institution’s mission. It does not include auxiliary space. E&G space is supported primarily from State of Florida Plant Operation and Maintenance appropriations.
- (c) Event Management System (EMS) – The space scheduling software used to manage and track campus space reservations of classrooms and general meeting/event space and provide readily accessible on-line, real time reservation status for faculty, staff and students.
- (d) General Purpose Classrooms – Classrooms used for academic instruction that are not otherwise assigned to a specific department for special purpose instruction or use. They may accommodate classes in more than one discipline.
- (e) Institution Users – NCF or USF S-M, as to the Library and Sudakoff Conference Center, faculty, staff, students, student government and officially constituted divisions and departments conducting business on behalf of the institution.
- (f) Institution Affiliated Users – NCF or USF S-M , as to the Library and Sudakoff Conference Center, student organizations registered with Student Affairs, honor societies, alumni groups, employee councils, employee bargaining units and other affiliated groups and organizations.
- (g) Non-Affiliated Users (non-profit) – Non-profit groups or organizations, including other State agencies.
- (h) Non-Affiliated Users (profit) – Persons, groups or organizations that exist primarily for the purpose of carrying on commercial activity for private gain or benefit.
- (i) Outdoor Space – All exterior acreage not covered by buildings.
- (j) Reservation Agent – Designated individuals with responsibility to confirm a request to reserve a specific campus room or outdoor space for use by an institution user or an affiliated or non-affiliated user.
- (k) Special Purpose Classrooms – Laboratory, studio, theater and other classrooms containing specialized equipment and/or materials or those reserved for operations associated with a specific academic program. Such spaces are managed exclusively by the appropriate academic division or unit to whom the space is assigned.

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- (2) Role of the Office of the Registrar. The Office of the Registrar is responsible for scheduling general-purpose classrooms. The responsibility for coordination of all class schedules as to time and place of class meetings shall rest with the Office of the Registrar.
- (3) Role of Campus Space Scheduling Staff. Staff responsibilities include:
- (a) Scheduling and coordinating arrangements for meetings, conferences, workshops, social functions and other events held in campus space including coordinating and supporting special events associated with campus space rented to non-affiliated individuals or organizations.
 - (b) Insuring the campus space scheduling software (Event Management System) is functioning properly, room characteristics and room inventory data is updated on a routine basis.
 - (c) Recommending and implementing campus space scheduling policies and procedures.
 - (d) Coordinating set-up and teardown of event requirements (tables, chairs, audio/visual equipment, etc.) with assistance from Physical Plant, Educational Technology Services, Parking Services and the NCF Police Department, as appropriate.
 - (e) Recommending and applying appropriate fee schedules for space usage.
 - (f) Coordinate USF S-M's requests for usage of Sudakoff Conference Center, Library (both are shared facilities) as well as other campus locations designated for such use.
- (4) General Meeting/Event Space Setup and Scheduling
- (a) Guidelines regarding use, standardized request forms for the use of rooms on campus and a master calendar of space assignments will be available online and readily accessible to all campus constituents.
 - (b) Use of general meeting/event space will be scheduled on a first-come, first-served basis according to the following priorities:
 - 1. NCF or USF S-M's (Sudakoff and Library Only) faculty, staff, students, student government and officially constituted divisions and departments who conduct business on behalf of the institution.
 - 2. Student organizations registered with Student Affairs, honor societies, alumni groups, employee councils, employee bargaining units and other NCF affiliated groups and organizations.
 - 3. Non-NCF affiliated users (non-profit).
 - 4. Non-NCF affiliated users (profit).

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- (c) Except as scheduled in accordance with this section, as a general rule, recurring reservations should not be scheduled more than six (6) months in advance. It is recognized that major events may require more extensive planning time than others. It is not intended that this flexibility be applied to normal meetings or occasional events of a minor nature.
 - (d) When a prospective user requests general meeting/event space, the actual reservation for the room will only be placed if the room request is approved by the reservation agent.
 - (e) Inter-Campus “bumping” whereby one institution requests the use of space previously reserved by another institution will necessitate the mutual agreement of both NCF and USF-SM.
 - (f) Intra-Campus “bumping” whereby an entity within a single institution requests the use of space previously reserved by another entity with the same institution will be governed by each institution’s internal operating procedures.
 - (g) Meeting rooms in various locations on campus available for general use will be identified and special equipment, capacities, and uses will be defined.
 - (h) Special arrangements of furniture, podiums, and audiovisual/technical services will be coordinated by CSS, with assistance from Educational Technology Services or Physical Plant.
- (5) Special Events Space Setup and Scheduling
- (a) CSS coordinates and supports special events associated with campus space rented to all users. CSS’s scope of authority focuses on Sainer, Sudakoff, College Hall and open areas within campus that can be used as event venues.
 - (b) CSS coordinates and supports special events as requested by institutional users and institution affiliated users. “Coordination” will include assuring that all service departments which may be affected are involved, and suggesting “best practices” which may assist the sponsoring department in effecting a successful event, etc.
 - (c) All non-affiliated users, whether sponsored or not, must complete a Facilities Request and Use Agreement Form (Addendum A [to be developed]) for review and processing by CSS. Requests for use of campus space must allow at least a fourteen-hour window for scheduling.
 - (d) All non-affiliated users, whether sponsored or not, are subject to paying a rental fee for space usage, unless a waiver is granted.
 - (e) All campus spaces, premises, equipment, or services identified as available for rental shall be listed together with the corresponding rental rate(s).
 - (f) Additional costs (e.g., onsite personnel, Physical Plant, Media Center, Parking Services, Utilities or Police) required to support special events shall be reimbursed to the appropriate unit(s), unless a waiver is granted.

(6) Special Events Limitations for Non-Affiliated Users

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- (a) Facilities may not be used in ways that interfere with or are detrimental to NCF's teaching, research, public service or support programs.
- (b) Campus facilities may not be used for private or commercial purposes such as solicitation, sales, advertising, or promotional activities unless such activities clearly serve educational purposes and are sponsored by or undertaken at the request of an appropriate NCF unit or are by contractual agreement with NCF.
- (c) Fundraising groups other than those sponsored by the New College Foundation or as otherwise noted in this section are strictly prohibited. Likewise, events determined to be detrimental to the purpose and image of the campus are prohibited. The United Way is recognized as the fundraising venue for community-based organizations and charities to solicit on campus.
- (d) CSS must review scope of all rentals including catering, decorations, entertainment, staging, and any tents in advance. CSS will coordinate reviews of lighting, floor plans, and tent setup concepts and coordinate placement with Physical Plant to guard against misplacement that may result in damage to underground utilities or other damage.
- (e) Candles and open flames are prohibited inside all facilities due to fire code regulations.
- (f) Caterers are to be reminded of the following:
 - 1. All spills are to be cleaned up immediately.
 - 2. No food shall be poured down any sink, especially grease or hot oil.
 - 3. All garbage must be removed at the conclusion of the event. The facilities do not provide garbage sites for caterers.
 - 4. Instructions from Events Assistants and Campus Police must be followed.
 - 5. Caterers will ensure that facilities are returned to their original conditions.
 - 6. All activities must be coordinated with CSS.
- (g) If entertainment is contracted for events, CSS must be made aware of the name and nature of the entertainment. CCS reserves the right to seek the opinion of designated senior management of NCF or USF S-M if questions arise on the number of musicians, and the volume of the music played. All outdoor music must end at 11:00 p.m.
- (h) CSS shall normally determine which priority category the proposed use of a given space falls. Designated NCF senior management shall resolve appeals of any such decisions.
- (i) Sponsors of all events that are not directly related to NCF business will be charged for the use of the facilities in accordance with the schedule of charges mutually approved by NCF and published by CSS.

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- (j) Special services (e.g., extra janitorial, security, audiovisual equipment) related to the special event will be charged to the user.

(7) Facility Use Agreements for Non-Affiliated Groups and Organizations

- (a) Use of campus space by non-affiliated individuals or groups, whether sponsored or not, must be authorized by a written agreement. Such agreements are to provide for:
 - 1. Full cost recovery.
 - 2. Confirmation that the use does not constitute institution or state endorsement of the using organization, its views or objectives.
 - 3. Certification that such use does not interfere with primary institution uses for which the facilities are intended.
- (b) The agreement must specifically protect the institution from any liability or property loss exposures that may or do result from the non-affiliate's activities or occupancy.
- (c) Institution users (including individuals or groups) who use campus facilities or institution users who sponsor non-affiliated users' use of campus facilities, are responsible for the behavior of their members and guests, and will be held liable for any damage or theft to campus facilities or property.

(8) Facility Use Fees

- (a) Non-affiliated users, whether sponsored or not, holding events at NCF will be responsible for paying a rental fee, unless a waiver has been granted.
- (b) Fee Waivers
 - 1. E&G room rental fees may be waived if the event has clear, measurable benefits to NCF. Requests for E&G rental fee waivers must be submitted, in writing, through the appropriate NCF administrator designated to review such waivers to CSS. If prior documented approval is not obtained, the entity reserving the space may be held responsible for all or a portion of the fees.
 - 2. Auxiliary space fees may be waived at the discretion of the auxiliary authority.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulation 1.001

History: Adopted 04-27-02, as Policies 0-502, 0-503, and 0-507; Revised and renumbered 06-29-10; Revised 11-06-10, 03-10-17 (technical amendment)