

NEW COLLEGE OF FLORIDA BOARD OF TRUSTEES
Meeting Date: June 23, 2022

SUBJECT: 2022-23 Preliminary Operating and Capital Budgets

PROPOSED BOARD ACTION

1. Approve the College's 2022-23 Preliminary Operating and Capital Budgets as proposed.
2. Authorize the President to make necessary adjustments to these budgets during the operating year.

BACKGROUND INFORMATION

New College must provide documentation to the Florida Board of Governors on or before June 23, 2022 confirming that a 2022-23 operating budget has been approved by the College's Board of Trustees. With such confirmation, the State's Chief Financial Officer will make cash available for operations effective July 1, 2022.

The preliminary budget is based on the 2021-22 approved budget for all budget entities of the College plus any adjustments made by the College or state allocations appropriated by the 2022 Legislature.

Preliminary operating and capital budget details are summarized on pages accompanying this agenda.

These budgets may be adjusted during the course of the fiscal year to include:

1. Funding to support property, casualty and other insurance payments.
2. Funding provided by the New College Foundation.
3. Actions taken by the BOT during the new fiscal year.
4. Various other adjustments as directed by the College President.

Revised operating and capital budgets will be presented to the Trustees for review and final action no later than November 2022.

Supporting Documentation Included:

2022-23 Preliminary Operating & Capital Budgets Proposal, Summary of Sources and Uses

Facilitators/Presenters: VP Kinsley, Assoc. VP Finance & Admin Christie Fitz-Patrick

NEW COLLEGE OF FLORIDA
FY 2022-23 PRELIMINARY OPERATING AND CAPITAL BUDGETS PROPOSAL
SUMMARY OF SOURCES AND USES

Preliminary Budget Assumptions:

- A State allocations appropriated. Performance fund projection reduced by \$3.6M based on metrics.**
- B No increase in resident or non-resident tuition.**
- C No increase in activity and service, health or athletic fees.**
- D Tuition and fee waivers for undergraduate and graduate students projected at \$1.3 million.**
- E Slight increase to housing rental rates.**
- F For Tuition and Fees, Preliminary Budget is based on 650 student head count from the accountability plan and projected FTIC students.**

	APPROVED BUDGET FY 2021/22	ACTUALS FY 2021/22 (as of 6/7)	PROPOSED BUDGET FY 2022-23	YEAR OVER YEAR CHANGE
SOURCE OF FUNDS				
I. (a) Education and General-Appropriations	35,561,730	35,561,730	31,933,262	(3,628,468) (1)
I. (b) Education and General-Tuition and Fees	4,177,411	3,836,493	3,800,000	(377,411)
II. Auxiliary Services, Student Activities, and Local Fees	7,431,663	8,013,614	6,317,929	(1,113,734)
III. Contracts, Grants and Gifts - NC Foundation	3,186,621	3,137,134	3,377,901	191,280
IV. Contracts, Grants and Gifts - Other	6,343,425	3,163,629	2,777,294	(3,566,131) (2)
Total Sources (Revenues)	\$56,700,850	\$53,712,600	\$48,206,386	(\$8,494,464)
USE OF FUNDS				
I. Education and General	39,739,141	39,398,223	35,733,262	(4,005,879)
II. Auxiliary Services, Student Activities, and Local Fees				
A. Auxiliary Sales and Services	6,579,579	7,094,283	5,600,000	(979,579)
B. Concessions	12,000	3,067	11,000	(1,000)
C. Student Activities	310,761	340,152	283,788	(26,973)
D. Fitness Center	179,197	226,132	174,009	(5,188)
E. Student Health Center	215,670	148,032	125,773	(89,897)
F. Academic Resources-Technology Fee	110,056	180,865	103,351	(6,705)
G. Campus Sustainability-Green Fee	24,400	21,083	20,008	(4,392)
Local Fees Total	7,431,663	8,013,614	6,317,929	(1,113,734)
III. Contracts, Grants and Gifts				
A. NC Foundation Grants and Gifts	1,417,588	1,608,868	1,608,868	191,280 (3)
B. NC Foundation Salaries	1,769,033	1,528,266	1,769,033	0
C. Contracts & Grants Other Than NC Foundation	6,343,425	3,163,629	2,777,294	(3,566,131)
Contracts, Grants and Gifts Total	9,530,046	6,300,763	6,155,195	(3,374,851)
Total Uses (Expenditures)	\$56,700,850	\$53,712,600	\$48,206,386	(\$8,494,464)
OTHER CURRENT YEAR APPROPRIATIONS				
IV. A. Facilities (Capital Construction)	-	-	1,842,737	1,842,737
B. Capital Improvement Trust Fund	106,898	47,420	99,821	(7,077) (4)
Total Other Appropriations	\$106,898	\$47,420	\$1,942,558	\$1,835,660

Notes:

- (1) The College expects to receive \$1.8 million in non-recurring funds as the state investment share of performance funds (which is a 50% decrease from the prior year) contingent upon approval of the Performance Improvement Plan to be submitted to the BOG in September. This amount is not factored into the preliminary budget for FY 22-23. A total of \$4 million in non-recurring funds will be reallocated to the College's base budget from the institutional investment share of performance funds.
- (2) The College received a total of \$3,326,399 in institutional Higher Education Emergency Relief Funds (HEERF) which are no longer available.
- (3) The Foundation budget has been estimated based on prior year actual support to the College and prior year budget.
- (4) The College is receiving \$99,821 in Capital Improvement Trust Funds (CITF) to support Life Safety Improvements and Renovations to the Hamilton Center, Four Winds Café, Fitness Center, Caples Boat Pavilion and Campus Outdoor Space Improvements.

FY 22-23 Budget Situation and Solutions

Summary: Due to the reduction of performance-based funding anticipated for FY 2022-2023 and the increase to payroll and expenditure needs across campus we are facing a \$5,224,982 shortfall of E&G dollars available based on the initial budget projections. Below are several options for still meeting the needs of NCF while addressing the budget shortfall.

FY 21-22 E&G Budget Summary

\$39,762,815 Total E&G Budget Appropriated

- Includes PBF funds - \$3,643,257 (State Investment) and \$4,055,702 (Institutional Investment)
- Includes estimated revenue of \$4,177,411 for Tuition and Fees (\$1,300,000 for waivers)
- Salary & Benefits Total Budget: \$29,491,153
- OPS and Expense Total Budget: \$8,579,966

FY 22-23 E&G Budget Projection

\$35,733,262* Anticipated Total E&G Budget Appropriation

- Includes estimated PBF funds - \$4,055,702 (Institutional Investment)
- Includes estimated revenue of \$3,800,000 for Tuition and Fees based on current year actuals (\$1,300,000 for waivers)
- Projected Salary & Benefits Total Budget: \$30,337,314
- Projected OPS and Expense Total Budget: \$8,429,229
- Projected Over Budget vs Appropriation: \$5,224,982

\$5,224,982 Budget Reduction Target

Items contributing to the shortfall:

- Reduction of \$3,643,257 in receiving PBF (State Investment) dollars
- Existing E&G appropriation absorbed payroll and expenditures of the CEO (\$492,102) and the Data Science Program (\$762,600) (Both vetoed in 2020) totaling \$1,254,702

Proposed Solutions to Address Shortfall:

- Vacant Position Efficiency Gains: \$500,000
- Anticipated Position Lapse: \$2,000,000
- Reduction to Proposed Budgets: \$878,135
- Carryforward Dollars to Offset Expenditures: \$1,846,847**
- Total: \$5,224,982

*The College expects to receive \$900,000 in September and \$900,000 in March in non-recurring funds as the state investment share of performance funds (which is a 50% decrease from the prior year) contingent upon approval of the Performance Improvement Plan to be submitted to the BOG in September. This amount is not factored into the preliminary budget for FY 22-23.

**It is projected the College should anticipate between \$1,800,000 and \$2,500,000 of current year E&G funds to roll into carryforward.

NEW COLLEGE OF FLORIDA BOARD OF TRUSTEES

Meeting Date: June 22, 2022

SUBJECT: Proposed Amendments to Regulation 3-1002 (9) Tuition and Fees – Facility Licensing Fees

PROPOSED BOARD ACTION

Approve proposed Amendments to Regulation 3-1002 (9) Tuition and Fees – Facility Licensing Fees

BACKGROUND

The proposed changes are designed to update the user fees charged for private-use of College owned space. This would impact for example, wedding rental of College Hall, but would apply to any such private event at College Hall. Coming out of the pandemic, there is high demand for events, and this rate structure is based on the College's assessment of the local market. Even with this user fee increase, the College's event rate structure is highly competitive. If approved, the rate structure would be effective immediately.

Supporting Documentation Included:

The full text of the proposed regulations are set out following this notice. ~~Strikethrough~~ indicates deletion; Underlining indicates addition.

Facilitators/Presenters:

Chris Kinsley, Vice President of Finance and Administration

TEXT OF PROPOSED AMENDMENT

The full text of the proposed regulation amendment is set out following the notice¹.

\$15.00

(9) Facility Licensing Fees

Venue licensing fees are established as follows:

COMMERCIAL PRIVATE PARTIES AND NON AFFILIATED USERS

Sainer	\$150/hour, 2 hour minimum – 14 hour maximum
Isermann Gallery	\$150/hour, 2 hour minimum – 14 hour maximum
PepsiCo Arcade & Forum	\$150/hour, 2 hour minimum – 14 hour maximum
Classroom (various sizes/locations)	\$50 - \$100/hour, 2 hour minimum
Sudakoff	Entire Facility \$150/hour, 2 hour minimum – 14 hour maximum
	Center Section \$100/hour, 2 hour minimum – 14 hour maximum
	Classroom \$ 50/hour, 2 hour minimum – 14 hour maximum
Thatched Outdoor Classroom	\$100/hour
College Hall – Music Room, Living Room	
Patio and Bay Front: Weddings	All Times
	NCF Current Student/Employee \$1,150.00
	NCF Alumni \$3,000.00
	Non Affiliates \$5,000.00
	Wedding Rehearsal (all) \$150 for 2 hours \$150 for 2 hours
College Hall – Music Room, Living Room, Patio, Excluding Bay Front (other events)	
	\$350/hour, 2 hour minimum – 10 hour maximum
College Hall – Music Room	\$120/hour, 2 hour minimum – 10 hour maximum
College Hall – Living Room & Patio	\$230/hour, 2 hour minimum – 10 hour maximum
Furniture Removal, As Requested	\$700.00
Cleaning Fee, All Events	\$100.00
Set Up/Reset Services	
	Up to 200 people \$50.00
	200-300 people \$150.00
	300-400 people \$200.00
Chairs, Folding (non wedding events)	\$5.00 ea
<u>User Charges for the rental of equipment in connection with campus events will be established by the President or designee.</u>	
Tables, 6' (non wedding events)	\$10.00 ea
Equipment Fee (apply to all spaces)	

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Remote/Laser Pointer	\$25.00 ea
Podium w/Shure microflex mic	\$45.00 ea
Microphones/Shure microflex	\$30.00 ea
Handheld Sennsheiser mics	\$35.00 ea
Wireless Lavaliers	\$50.00 ea
Overhead Projector	\$50.00 ea
TV/VCR/DVD	\$50.00 ea
Multimedia cart (with LCD or DLP projector, computer, DVD/VCR combo)	\$350.00 ea
Remote and pointer for multimedia cart	\$35.00 ea
Easel, metal, tripod (4 max)	\$5.00 ea
Services	
On site OPS personnel, parking, and support	\$12.00/hour
Security as Determined by NCF Police	\$60.00/hour

COLLEGE HALL EVENT RENTAL USER FEES

The maximum rate for the full use of College Hall is established as \$10,000 for use of the College Hall Main Room; Patio; Music Room and Bayfront. For Affiliated users, including all graduates and affiliated not-for-profit organizations, the maximum rate is 5,000. The current student, employees, and recent graduates (graduated within the year) maximum rate is \$3,000. The President or designee shall establish hourly or block rates for the use of a portion of College Hall, including the Bayfront, via publication on the campus webpage, not in excess of the maximum rates, observing a 50% discount for graduates and affiliated users, and a 75% discount for current students, employees and recent graduates.

No additional charges shall be made for photo shoots when renting College Hall in full or in part. Clean up services are provided; all other services shall be provided as established pursuant to the event contract.

NON-PROFIT

Sainer	\$100/hour, 2 hour minimum – 14 hour maximum
Isermann Gallery	\$100/hour, 2 hour minimum – 14 hour maximum
PepsiCo Arcade & Forum	\$100/hour, 2 hour minimum – 14 hour maximum
Classroom (various sizes/locations)	\$25-\$50/hour, 2 hour minimum

Sudakoff	Entire Facility	\$125/hour, 2 hour minimum – 14 hour maximum
	Center Section	\$75/hour, 2 hour minimum – 14 hour maximum
	Classroom	\$25/hour, 2 hour minimum – 14 hour maximum

College Hall	Music Room, Living Room, Patio, Excluding Bay Front (other events)	\$250/hour, 2 hour minimum – 10 hour maximum
College Hall	Music Room	\$ 90/hour, 2 hour minimum – 10 hour maximum
College Hall	Living Room & Patio	\$140/hour, 2 hour minimum – 10 hour maximum

Thatched Outdoor Classroom \$100/hour

Furniture Removal, as requested \$700.00

Cleaning Fee, All Events	\$100.00
Security as Determined by NCF Police	\$60/hour

Set Up/Reset Services

Up to 200 people	\$50.00
200-300 people	\$150.00
300-400 people	\$200.00
Chairs, folding	\$5.00 ea
Tables, 6'	\$10.00 ea

Miscellaneous Non-Wedding Events

Bay Front at College Hall, with no building or dock access	\$150.00/hour
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STUDENT, STAFF & FACULTY FEES – COLLEGE HALL, NON-WEDDING EVENTS

College Hall – Music Room, Living Room, Patio, Excluding Bay Front (other events)	\$200/hour, 2 hour minimum – 10 hour maximum
College Hall – Music Room	\$60/hour, 2 hour minimum – 10 hour maximum
College Hall – Living Room & Patio	\$120/hour, 2 hour minimum – 10 hour maximum
Thatched Outdoor Classroom (Bay Front)	\$50/hour

Cleaning Fee, All Events	\$100.00
Furniture Removal, as requested	\$700.00
Set Up/Reset Services	
Up to 200 people	\$50.00
200-300 people	\$150.00
300-400 people	\$200.00
Chairs, folding	\$5.00 ea
Tables, 6'	\$10.00 ea

Additional Services/Fee

On-site OPS personnel, parking and support	\$12.00/hour
Security as Determined by NCF Police	\$60.00/hour

Miscellaneous Non-Wedding Events

Bay Front at College Hall, no building or dock access	\$100.00/hour
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The primary use of the College Hall Living Room, Music Room, and Patio is for Admissions use and scheduled Campus Events. Students, Staff and Faculty may request the use of College Hall for scheduled campus-wide events that are open to the campus community. Excluded events, including any private party use, require the payment of a fee, based on the discounted schedule published on the campus web-page. Exceptions require approval of the Vice-President of Finance and Administration.

The College Hall Bayfront is available to student, employees and other community members, except when reserved for private events.

NEW COLLEGE OF FLORIDA BOARD OF TRUSTEES

Meeting Date: June 22, 2022

SUBJECT: Proposed Amendments Regulation 3-5001 Use of NCF Space

PROPOSED BOARD ACTION

Approve proposed Amendments to Regulation 3-5001 Use of NCF Space

BACKGROUND

The proposed changes are designed to simplify the existing regulation, making it clear that the President has delegated authority to manage all College owned space. If approved, the regulation change would be effective immediately, with the President immediately adopting the existing regulation as a policy starting point. The specific details of the policy may then be amended without returning to the BOT.

One suggestion made during the public posting period is that room assignments be updated to reflect the current office or offices with administrative oversight of the space; for example, each office would note the employee assigned to, as well as the division that employee reports to. General purpose classrooms would be the responsibility of the Registrar's Office, as they are currently. Unassignable space, such as circulation space, stairwells, and restrooms would remain unassigned. An additional field could be developed to indicate space that is generally deemed "Student Space"; where there are multiple users, or where the space is temporarily assigned to non-NCF users.

Supporting Documentation Included:

The full text of the proposed regulations are set out following this notice. ~~Strikethrough~~ indicates deletion; Underlining indicates addition.

Facilitators/Presenters:

Chris Kinsley, Vice President of Finance and Administration

TEXT OF PROPOSED AMENDMENT

The full text of the proposed regulation amendment is set out following the notice¹.

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. The use of New College of Florida space is hereby delegated to the President, who shall develop such policies as needed to effectively manage the use of space to serve the academic, research and public service mission of the College.

(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.~~

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- (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 nonaffiliated 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.~~
- (2) ~~Role of the Office of the Registrar. The Office of the Registrar is responsible for scheduling generalpurpose 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).~~
- (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~~

- (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.~~
- (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)

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)