UNIVERSITY POLICY SA-02.00-0601

DATE: June 21, 2001

TO: University of West Florida Community

FROM: Morris L. Marx, President

SUBJECT: Use of University Facilities

AUTHORITY: Section 240.227 F.S.

Policy/Purpose: Describes UWF Standard Practices for Use of University Facilities

University facilities are scheduled on a priority basis to serve university needs and, when available, to accommodate non-university groups and the general public. Information about specific facilities and university offices responsible for scheduling them is published in UWF's Meeting Room Directory available from the Office of Facilities Management. Non-university users must contact the Manager of Conference Services in the office of University Commons and Student Activities (UCSA).

First priority for use of university facilities is the activity normally scheduled for the space as it is officially classified by the university; second priority is for activities sponsored by university departments and members of the university community.

Individuals responsible for scheduling and using facilities shall ensure that these spaces are used according to State University System and the University of West Florida standards and priorities.

University Use

University use may take the form of either university sponsorship or cosponsorship of an event or activity.

- University sponsorship is defined as any event or activity exclusively sponsored by an official unit of the university and does not involve any non-university agency or organization as cosponsor. Sponsoring departments or organizations are responsible for reserving facilities and processing work requests in a timely fashion. University groups may be assessed costs determined by the special needs of each event.

- On occasion, an official unit of the university may agree to cosponsor an event or activity with a non-university organization. Cosponsorship is not intended to be a mechanism for non-university users to avoid rental and service charges, therefore university cosponsorship of an event or activity is subject to the following conditions:
1. The event is initiated by an officially recognized university agency;
2. The university agency is primarily responsible for planning the event;
3. The university agency is primarily responsible for implementing and producing the event;
4. The event has a clear, direct connection and substantial relationship to the purposes of the university agency; and,
5. The event has logical and demonstrable relationships to the objectives and mission of the university. University cosponsored events must be approved by the appropriate department or division head. Forms for approval are available from UCSA Conference Services, the University Commons Service Desk, or other facility reservations coordinators. University offices responsible for scheduling facilities are accountable for confirming approval for cosponsored events.

· Revenue Generating Cosponsorships. In the event that such cosponsored use involves generating revenues from ticket sales, registration fees, or other charges, the event will be subject to appropriate usage fees coordinated and collected by UCSA Conference Services. Distribution and accountability for revenue in excess of established Conference Services fees is the responsibility of the host department according to applicable university policies. Sponsoring departments or organizations are responsible for reserving facilities and processing work requests in a timely fashion.

· Non-Revenue Generating Cosponsorships. In the event that no revenue is generated, only such charges as would routinely be assessed and collected directly by applicable university departments would be applicable. Examples of such charges might include: security, special plant operations fees, and damage charges. Sponsoring departments or organizations are responsible for reserving facilities and processing work requests in a timely fashion.

Non-University Use/Facility Rental

The Director, University Commons and Student Activities is responsible for administering the rental of university facilities to non-university groups and the general public.

A. Non-university groups and the general public may request use of facilities through the UCSA Conference Services Manager. The Conference Services Manager will process appropriate facility reservation forms, coordinate necessary services, and assess all fees and charges. All rental contracts will be authorized by the Director, University Commons and Student Activities.

B. Use of facilities by non-university groups is generally restricted to special events and limited series. Facilities are not scheduled for frequent, continuing activities.

C. Rental rates are established in three categories:
1. Standard
2. Non-profit (501-C3 or State of Florida registered)
3. K-12 schools

D. Additional rental and other service fees for contract youth camps are based on per-camper fees established, assessed and collected by UCSA Conference Services. With the exception of the Natatorium, only UCSA Conference Services is authorized to establish and assess rental charges to non-university sponsors. UCSA Conference Services will collect and deposit rental on behalf of designated facility accounts. The Conference Services Manager will coordinate and bill for services as required: e.g., catering, security, audio-visual, satellite downlink, telephone access, and data link access. Catering and food and beverage concessions are restricted to the university's contract food service vendor. Other costs will be determined by the special needs of the client. All charges are subject to applicable sales tax. Proof of tax-exempt status required.

F. Sponsors may be required to have or obtain $1 million in general comprehensive liability insurance with the university named as insured.

G. Some facilities require additional special staffing. For example: the Center for the Fine and Performing Arts requires a house manager and the Field House may require a Recreation staff attendant. These costs are in addition to rental. In general, the facilities rental staff provides all set-up and clean-up services. Other departments may provide special services.

Recreation and Intercollegiate Athletic Facilities

Except as noted below, Recreation and Intercollegiate Athletic facilities are governed by the policies described above.

The first priority is for the regular university recreation and intercollegiate athletic programs normally assigned use of those facilities. In the event of conflict among regular university programs, priority will be given to:

1. Instructional programs;
2. Organized Recreation and Athletic programs;
3. Non-credit programs;
4. Special event; and
5. Open recreation.

The second priority is for activities and events scheduled by university departments or organizations. The third priority is for activities and events scheduled through UCSA Conference Services.
Sports Complex

The Sports Complex (Varsity Soccer, Track, Baseball, and Softball fields) are not available for rental without authorization from the Athletic Director. In the event that authorization is granted, all applicable policies, procedures, and pricing shall apply. The Athletic Director shall ensure, by frequent visual inspection and consultation with the athletic field caretakers, primary users, and the University Landscape Services Department that managed turf areas do not receive excessive wear and tear due to high frequency of use.

Natatorium

Natatorium scheduling gives priority to recreational and instructional swim periods for the university community on a convenient and regular basis. Group and other special events will be scheduled in advance on a first-come, first-serve basis as time and space permit. As a large multipurpose facility, the Natatorium will often accommodate several scheduled activities at the same time.

Natatorium facilities will be available to non-university groups on a space available basis. Rental fee and reservation information is disseminated through the Natatorium Office. Rental of the Natatorium is not coordinated by UCSA Conference Services except when that rental is part of a more comprehensive rental service or camp program.

Weddings

Generally weddings and wedding receptions will follow the same procedures and be subject to the same rental fees as any other special event contracted through Conference Services. However, in the interests of promoting a spirit of unity and celebration within the UWF community an exception to the standard rental policy will be made when either the prospective bride or groom or a parent of either the bride or groom is a student, faculty member, staff member or alumni of the University of West Florida. In these cases, the facility rental fee normally charged will be waived and only direct costs (special staffing and set-up/clean-up, catering, and any necessary security) will be assessed.

Individuals wishing to arrange for a wedding on campus must contact the Manager of Conference Services who will arrange and confirm all bookings, arrange all set-up and other requirements, and assist with coordinating catering if necessary. Wedding sponsors will be required to sign a contract outlining applicable terms and conditions.
THE UNIVERSITY OF WEST FLORIDA

Cosponsored Event/Activity

Event/Activity:

Date(s): __________________________ Time(s): __________________________

Facility:

University Sponsor (department):

Event/Activity Coordinator: __________________________ Campus Address:

__Ext.

Non-University Sponsor:

Check one:

___ This event/activity involves generating revenues from ticket sales, registration fees, or other charges, therefore the event will be coordinated through University Commons and Student Activities (UCSA) Conference Services and will be subject to appropriate usage fees. Sponsoring departments or organizations are responsible for reserving facilities and processing work requests in a timely fashion.

___ This event/activity does not involve revenue being generated, therefore only such charges as would routinely be assessed and collected by applicable university departments may be charged. Sponsoring departments or organizations are responsible for reserving facilities and processing work requests in a timely fashion.

This event meets the following conditions:

1. The event is initiated by an officially recognized university agency;
2. The university agency is primarily responsible for planning the event;
3. The university agency is primarily responsible for implementing and producing the event;
4. The event has a clear, direct connection and substantial relationship to the purpose of the university, and;
5. The event has logical and demonstrable relationship to the objectives and mission of the university.

Submitted:
   Event/Activity Coordinator

Approved:
   Department/Division Head

copies: University Sponsor
   Facility Coordinator (person in charge of specific facility)
   UCSA Conference Services

APPROVED:  

DATE: July 5, 2001

Dr. Morris L. Marx, President

06/21/01